

CBE Guidance: Outside Work for Compensation

The Outside Professional Work Policy, [UW Executive Order 57](#), outlines the procedures for faculty, librarians, and other academic personnel to obtain approval for engaging in compensated professional activities outside their UW duties, such as consulting.

University Expectations

UW's primary expectation is that faculty and staff prioritize their University responsibilities:

- Full-time employees are expected to devote full-time effort to their UW roles.
- Part-time appointees are expected to devote proportional effort to their appointments.

At the same time, UW recognizes that engagement in outside organizations and industry benefits individuals, the University, and the state. These activities allow faculty and staff to:

- Share expertise beyond the University
- Gain practical experience that enhances their UW responsibilities, and
- Strengthen UW's relationships with local, regional, national, and international communities.

Definition of Outside Work

Outside Work includes any professional activity performed for compensation from a non-UW entity. Compensation is broadly defined and includes:

- direct payments,
- equity interests (e.g., stock or stock options),
- sponsored or reimbursed travel, and
- in-kind compensation.

Even if compensation is waived, assigned, or provided in a non-monetary form, the activity is still considered compensated under EO57. Exceptions apply for certain nonprofit or academic service activities (see Additional Considerations below).

Approval Requirements

All faculty, librarians, and academic personnel, as defined by [Administrative Policy Statement \(APS\) 40.1](#), must receive prior approval before engaging in outside professional work for compensation by submitting [Form 1460](#) to the Office of Research.

- This includes part-time faculty and affiliate appointees.
- Professional and classified staff requests are governed separately under [APS 47.3](#) and are not processed by the Office of Research.

Form 1460 is reviewed not only for time commitment but also for potential conflicts of interest, including financial or academic conflicts.

Time Restrictions

Under EO57, full-time faculty may engage in compensated outside work for up to 13 days per calendar quarter, with prior approval.

- Requests must be reported in advance via Form 1460.
- This requirement applies even if you are employed elsewhere while on leave.
- For activities spanning multiple fiscal years, a new form must be submitted for each fiscal year.

Pre-Approval Process

1. Download and complete the [Request for Approval Form 1460](#).
2. Submit to your department chair for approval and signature.
3. The chair forwards the signed form to the dean's office.
4. The dean's office will obtain dean's approval and submit the approved form to the Office of Research (work1460@uw.edu).

Processing & Determination

1. The Office of Research verifies the Form 1460 is complete.
2. It is reviewed by the Assistant Vice Provost for Research Compliance.
3. If no conflicts are found, approval is issued within three business days.
4. If a conflict exists, the Assistant Vice Provost will determine if a management plan is required.
5. Final approval is granted once any required management plan is in place.

Additional Considerations

Approval is not required for the following:

- Uncompensated work (including waived or in-kind compensation)
- Scholarly, editorial, or advisory service (e.g., serving on governmental or professional boards).
- Community service on public commissions or boards of philanthropic organizations.
- Invitations from colleges, universities, or government agencies involving:
 - Guest lectures,
 - Scholarly paper presentations,
 - Review panel participation, or
 - Accreditation activities

These activities are not subject to EO57 time limitations or approval requirements. However, travel related to these activities must still be approved by the appropriate supervisor. Teaching for credit or participating in non-UW continuing education does not require prior approval.

Employment of Students in Outside Professional Work

To avoid conflicts of interest, faculty or staff planning to hire or compensate students through outside professional work must disclose this intent when submitting Form 1460.

This disclosure allows:

- Review by the chair and dean to assess appropriateness and avoid conflicts,
- Adjustments to advising or coursework if necessary, and
- Open discussion of how the arrangement aligns with UW and state policies.

If concerns arise, chairs may consult with the Director of Internal Audit (UW Ethics Compliance Officer).

Failure to disclose may result in referral to UW Internal Audit for review and potential consequences.