

CBE Guidance: Outside Work for Compensation

The University of Washington's Outside Professional Work Policy, Executive Order 57, outlines the requirements for faculty, librarians, and other academic personnel to obtain approval before engaging in compensated professional activities outside their UW responsibilities, such as consulting.

University Expectations

UW's primary expectation is that academic personnel 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. Outside professional activities may:

- Share expertise beyond the University
- Provide 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, such as 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. Certain limited exceptions apply for specific nonprofit, academic, or public service activities, as described in the **Additional Considerations** section below.

Approval Requirements

All academic personnel covered under 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 requirement applies to full-time, part-time, and affiliate academic appointments.
- Professional and classified staff are governed separately under [APS 47.3](#) and are not processed through the Office of Research.

Form 1460 is reviewed for both time commitment and potential conflicts of interest, including financial, professional, 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. Any day in which compensated effort occurs counts toward this limit.

- All requests must be reported in advance using Form 1460.
- This requirement applies even if academic personnel are employed while on University-approved leave.
- For activities that span multiple fiscal years, a new Form 1460 must be submitted for each fiscal year.

Pre-Approval Process

1. Download and complete the [Request for Approval Form 1460](#).
2. Submit the completed form to your department chair for review and signature.
3. The department chair forwards the signed form to the dean's office.
4. The dean's office obtains dean's approval and submits the approved form to the Office of Research.

Processing & Determination

- The Office of Research reviews Form 1460 to confirm that it is complete.
- Requests are reviewed by the Assistant Vice Provost for Research Compliance.
- If no conflicts are identified, approval is typically issued within three business days.
- If a potential conflict is identified, the Assistant Vice Provost determines whether a management plan is required.
- Final approval is issued once any required management plan is established.

Additional Considerations

Approval under EO57 is **not required** for the following uncompensated activities, including those in which compensation is waived or provided in-kind, provided the activity falls within these categories:

- Scholarly, editorial, or advisory service, such as serving governmental or professional boards.
- Community service on public commissions or boards of philanthropic organizations.
- Invitations from colleges, universities, or government agencies for:
 - 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 associated with 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, academic personnel planning to hire or compensate UW students through outside professional work must disclose this intent when submitting Form 1460.

Disclosure allows for:

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

If concerns arise, chairs may consult with the Director of Internal Audit (UW Ethics Compliance Officer). If disclosure does not occur, the matter may be referred to UW Internal Audit for review and potential consequences under UW policy.