

William & Mary External Paid Employment Procedures Guidelines

William & Mary instructional faculty, executive faculty, and administrative faculty have the privilege to engage in activities beyond the scope of their normal contractual obligations with businesses, organizations, other agencies or entities outside of the W&M. Such engagements often include but are not limited to consultancies, retainers, expert testimony, problem solving, and other such outreach activity that benefits communities while enhancing the skills of the university's faculty and providing examples of best current practice in applications to improve their teaching.

When these engagements are paid, they are governed by guidelines in the William & Mary Policy on External Employment and the Faculty Handbook

(<http://www.wm.edu/about/administration/provost/documents/facultyhandbook.pdf>).

External activities may not exceed one day in seven as an average over contract periods for any faculty member. This should be negotiated with the faculty member's supervisor; further, the faculty member's supervisors may disallow extended duration of absence for the performance.

EXTERNAL PAID EMPLOYMENT:

External paid employment is a professional activity undertaken by a faculty member wherein an individual is **not** acting as an employee of the university and receives compensation directly from a party outside the W&M. In no instance will compensation for external paid employment be made by direct payments or transfers to the university. In other words, compensation is made directly from a party outside W&M for external paid employment. Details may be negotiated. Employees requesting external paid employment certify that the proposed work does not create a conflict of interest or commitment, or the appearance thereof, and that the schedule of performance for the proposed work will not reduce or diminish his or her assigned duties at the university. Certified requests are subject to thorough discussion and review by the appropriate department or division chair, whose approval indicates concurrence with the employee's certification. Requests are then submitted to the Office of the Vice Provost for Research for final approval, record-keeping, and audit purposes.

OUTSIDE PAID EMPLOYMENT:

Outside paid employment is work that is **not** closely associated with a faculty member's university duties and that appears to be outside of the faculty member's area of professional expertise. Full-time, exempt employment contracts at the W&M generally discourage unrelated paid outside work as potential conflicts of commitment; limited amounts of such work may be permitted under some circumstances although full time, All prospective outside employment should be submitted and reviewed annually for approval using the same form and procedure process as that for external paid activities.