Outside Employment Policy

Paper forms and online Outside Activity Portal requests for outside employment are due to the Dean’s Office annually by July 31st or within two weeks of agreeing to perform service for an outside employer. Annual due date to central administration is August 31st. Employees should make timely disclosures of outside employment throughout the calendar year. Ongoing activities must be renewed annually, at the start of each new fiscal year.

Paper requests: Requests for outside employment require Director/Direct Supervisor, Chair, and Associate Dean for Administration’s signature approval.

Outside Activity Portal: Requests for outside employment require Director/Direct Supervisor, Chair, and Associate Dean for Administration’s e-approval. Some requests may require Dean’s approval and/or President’s approval.

Any questions regarding who should approve outside employment requests submitted via the Outside Activity Portal or whether the request warrants disclosure should be directed to vpla@austin.utexas.edu.

UT Austin’s Human Resources provides the following information for outside employment:

- For the Current Employee
- For the Manager

UT Austin’s Provost’s Office provides the following information for outside employment:

- Annual Requests for Outside Employment
- Conflict of Interest, Conflict of Commitment, and Outside Activities

If you perform research:

- See the University’s Office of Research Support (ORS) website for more information regarding a separate process for Conflict of Interest. ORS administers only HOP 7-1210.

UT Austin’s Handbook of Operating Procedures:

- HOP 2-2220: Faculty Consulting and Other Professional Activities, Including Outside Employment
- HOP 5-2270: Outside Employment Activities of Classified Staff
- HOP 5-2010: Individual Conflicts of Interest
- HOP 5-2011: Conflict of Interest, Conflict of Commitment, and Outside Activities
- HOP 7-1210: Promoting Objectivity in Research by Managing, Reducing, or Eliminating Conflicts of Interest.

UT System policies:

- UTS 180 Conflicts of Interests, Conflicts of Commitment, and Outside Activities
- UTS 175 Disclosure of Significant Financial Interests and Management and Reporting of Financial Conflicts of Interest in Research, respectively.

UT System Board of Regents Rules and Regulations:

- Board of Regents Rules and Regulations
  - search ‘Outside employment’ and/or ‘Conflict of Interest’