

FAQs

1. [Why do I need to get permission for outside employment?](#)
2. [Why do I need to report my outside employment hours?](#)
3. [Who can I contact to make sure I don't have a conflict of interest or commitment?](#)
4. [Are all activities paid by someone other than Illinois State University considered to be outside employment?](#)
5. [Do I need to obtain approval for outside employment I have during the summer?](#)
6. [I have my own consulting business that I plan to pursue for the foreseeable future. Why do I need to obtain approval every year?](#)
7. [What happens if I violate the policy?](#)
8. [Am I allowed to have outside employment while on sabbatical leave? If so, am I required to seek approval while on sabbatical?](#)
9. [I am a new employee and already have outside employment commitments. How should I proceed?](#)

1. **Why do I need to get permission to work outside of Illinois State University?**

Review and approval of outside employment provides an opportunity to ascertain if the outside employment creates any conflicts of interest or commitment, and to identify ways to manage any such conflicts. The goal is to facilitate the dissemination of the expertise of the University's faculty and staff, and to make sure all appropriate laws, policies, and ethical requirements are met.

[Back to top of FAQs](#)

2. **Why do I need to report the hours I worked outside of Illinois State University?**

Annual reporting is required by State law. Reporting on outside employment helps ensure that any conflicts of interest or commitment were appropriately reviewed.

[Back to top of FAQs](#)

3. **Who can I contact to make sure I don't have a conflict of interest or commitment?**

The Office of the Provost can provide guidance regarding conflicts of interest or commitment. Please be aware there are multiple scenarios in which outside employment may present a conflict of interest requiring review under other University policies. We often consult with the University Ethics Officer and other University officers to make sure legal, ethical, and academic perspectives are considered, and we work together to support efforts to manage conflicts of interest and commitment.

Please contact the [Purchasing Department](#) for any conflicts regarding provision of goods or services to the University. These conflicts are managed by the Purchasing Department under the [Illinois Procurement Code](#).

Please contact the [Research Ethics and Compliance Office](#) for possible conflicts of interest regarding sponsored projects involving research, education, and university

service, which must be disclosed under University [Policy 7.1.1, Significant Interest Disclosure](#).

[Back to top of FAQs](#)

4. Are all activities paid by someone other than Illinois State University considered to be outside employment that requires approval and reporting?

No. The following activities are exceptions to [Policy 3.3.7](#), and need not be approved or reported under this policy:

- a. Outside employment during the summer for faculty on 9-month contracts, provided that the individual does not work full-time for the University at any point during the summer
- b. Honoraria for lectures, artistic performances, or literary articles
- c. Private income from investments
- d. Royalties from books or patents

[Back to top of FAQs](#)

5. Do I need to obtain approval for outside employment I have during the summer?

Outside employment during the summer months is only subject to approval and reporting if the individual is on a 100% appointment for any portion of the summer months. Individuals who are not on contract during the summer may pursue outside employment during those months without obtaining approval or reporting the hours worked.

[Back to top of FAQs](#)

6. I have my own consulting business that I plan to pursue for the foreseeable future. Why do I need to obtain approval and report my activity every year?

State law requires an annual report. The annual approval process protects you by providing an opportunity to confirm or update the circumstances of your outside employment and the status of any efforts you might need to make to manage potential conflicts of interest and commitment.

[Back to top of FAQs](#)

7. What happens if I violate the policy?

Conflicts of interest and commitment, and misuse of University resources, are serious concerns. Violations of the policy may result in disciplinary action, up to and including termination of employment. In addition, violations that relate to misuse of University resources may require additional action from the University Ethics Officer pursuant to the State Officials and Employees Ethics Act.

[Back to top of FAQs](#)

8. **Am I allowed to have outside employment while on sabbatical leave? If so, am I required to seek approval while on sabbatical?**

Yes, you may have outside employment while on sabbatical leave, subject to all the provisions of Policy 3.3.7. Approval is still necessary for the reasons that apply to all outside employment.

[Back to top of FAQs](#)

9. **I am a new employee and already have outside employment commitments. How should I proceed?**

Please complete a Request for Approval of Outside Employment, PERS 927, and submit it to your department chair/school director/supervisor as soon as possible.