EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY

As defined by the Conflict of Interest and Commitment Policy:

External Professional Activities for Pay are activities that are 1) not included within one’s University Employment Responsibilities; 2) performed for any entity, public or private, other than the university; 3) undertaken for compensation; and 4) based upon the professional knowledge, experience and abilities of the employee. Participation of employees in External Professional Activities for Pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through technology transfer. However, External Professional Activities for Pay are to be undertaken only if they do not:

1. Create a Conflict of Commitment by interfering with the obligation of the individual to carry out all University Employment Responsibilities in a timely and effective manner; generally, EPAPs should be limited to no more than the equivalent of 20% of the covered employee’s contracted time, during the appointment.
2. Create an unmanageable Conflict of Interest because of the individual’s status as a Covered Individual of the University;
3. Involve any inappropriate use or exploitation of University resources;
4. Make any use of the name or marks of East Carolina University for any purpose other than professional identification; or
5. Claim, explicitly or implicitly, any institutional responsibility for the conduct or outcome of the External Professional Activities for Pay.

Additional circumstances sometimes associated with External Professional Activities for Pay may require special consideration. These include:

1. In those instances when State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the Covered Individual’s University Employment Responsibilities on behalf of the State, the employee shall not receive any financial consideration, including an honorarium. In these instances, the employee may request that the honorarium be paid to the university. The honorarium may be retained by the employee only for activities performed outside of working hours, as defined by the university, or while the employee is on earned paid or annual leave, and all expenses are the responsibility of the employee or a third party that is not a State entity. In addition, senior academic and administrative officers may also be subject to special regulations regarding honoraria which require leave to be taken when External Professional Activities for Pay will take place during the regular work week.
2. External Professional Activities for Pay performed for another UNC Constituent Institution or agency of the State of North Carolina also must comply with applicable State policies governing dual employment and compensation, unless an exception to those State policies is expressly authorized by the chancellor or the President.
3. The Board of Governors has also established rules for monitoring and regulating the involvement of University employees in political candidacy and office-holding that could interfere with full-time commitment to University duties.

**NOTE:** Activities for pay not involving the professional knowledge, experience and abilities for which the Covered Individual is employed at the university (i.e., non-professional activities that are part of an employee’s private life) are not subject to the advance disclosure and approval requirements of this policy. As with all activities for pay outside of the university, however, consideration should be given to whether they could generate a conflict of interest, or the appearance of such.