

**OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST**

*The University Of Oklahoma*

*Norman Campus*

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**M E M O R A N D U M**

**TO:** Deans, Directors, and Chairs

**FROM:** Nancy L. Mergler, Senior Vice President and Provost

**DATE:** September 14, 2007

**SUBJECT:** Annual Disclosure of External Employment and Extra Compensation

As in previous years, most full-time faculty and staff in Provost areas are required to make an annual statement regarding outside employment and extra compensation. Please forward this message to all faculty and staff in your unit, and be prepared to provide paper copies of the report form and instructions for anyone who is unable to access or print them.

**PURPOSE OF THE FORM.** The Outside Employment and Extra Compensation policies (Faculty Handbook 5.7, Staff Handbook 5.3) presume that full-time employees of the University owe their primary professional obligation to the University. Employment outside the University and extra compensation within the University are limited to 25% of the employee's full-time professional effort. In addition, approval must be given for all intramural extra compensation and for any outside employment that requires time away from professional duties at the University. Please note that all supplementary or overload assignments with CCE, Tulsa, or the College of Liberal Studies (e.g., off-campus classes, Independent Studies, short courses, Advanced Programs, or intersession courses) are covered under this policy and should be reported.

**WHO MUST FILE WITHIN THE PROVOST'S AREA.** Whether or not any outside employment or extra compensation is planned, faculty and staff with the following appointments should complete, sign, and submit the annual report form:

- full-time (1.0 FTE) professor, associate & assistant-appointed with tenured, tenure-track, and renewable term
- full-time (1.0 FTE) research professors, associate professors, and assistant professors
- full-time (1.0 FTE) research scientists and senior research scientists
- full-time (1.0 FTE) staff members in academic units whose annual salary exceeds \$60,000 and other staff that are engaged in outside employment or supplementary employment.

The form may also be used for supplemental filing if the prospect of outside employment or extra compensation arises during the year. Unless reportable outside employment or overload assignments are specifically contemplated, annual reporting is not required of visiting faculty, adjunct faculty, lecturers, and instructors whether full or part time.

**DEADLINE.** Forms should be completed, signed, and submitted to the chair or director, then to the Dean. Forms should be forwarded from the Dean to the Provost by October 15, 2007.

**REPORT AND APPROVAL OF PROPOSED EXTERNAL EMPLOYMENT AND  
EXTRA-COMPENSATION ASSIGNMENTS WITHIN THE UNIVERSITY**

**2007-2008**

A full-time member of the University faculty or monthly staff may engage in outside employment or in supplementary employment with approval of his/her Director/Chair, Dean, and Provost/Vice President. Supplementary employment is defined as any irregular assignments within the University outside the course and scope of the employee's normal duties. Time away from work because of supplementary employment for faculty and staff members on 12-month contracts is to be reported as paid leave time taken. Policies and guidelines for these activities are presented in Faculty Handbook Sec. 5.7 and

Compensation: Where planned outside or supplementary employment in aggregate will yield more than 25% of full-time salary, the employee should take particular care that the 25% limit on effort is not exceeded. Total compensation for supplementary employment will be limited to 25% of the employee's full-time salary, payable as one or more overload special payments. When approved supplementary employment would yield compensation in excess of the 25% limit, the excess will normally be paid to the department in the form of M&O funds only. Such E&G funds are transferred to an account of the employee's home unit, or elsewhere within the University as approved. All expenditures of such funds shall be approved by the unit's chair or director. Where such funds are expended for the benefit of the employee, they shall be restricted to expenditures of demonstrable benefit both to the employee's professional development and to the University's mission, e.g. travel to scholarly conferences, purchase of course development materials, and the like. All equipment and goods purchased with such funds remain the property of the University.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Title: \_\_\_\_\_ Period Covered: \_\_\_\_\_

Unit: \_\_\_\_\_ FTE \_\_\_\_\_

( ) Initial Annual Form ( ) Supplement form

**An employee may engage in outside or supplementary employment as long as the following conditions have been met:**

1. The provisions of the Policy for Outside Employment and Extra Compensation within the University, Norman Campus, are followed.
2. Paid leave is taken if the employment falls within regular working periods.
3. Proper prior approval is obtained.

Description of Proposed Intramural Extra-Compensation Assignments	Inclusive Dates
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\_\_\_\_\_ None planned

Description of Proposed External Employment	Total Days Required	Days away from OU
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\_\_\_\_\_ None planned

**SIGNATURE/APPROVALS:**

Submitted by _____ Program Director	_____ Assistant/Associate Vice President _____ Dean _____ Provost/Vice President
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