

OUTSIDE ACTIVITY COMPLIANCE CHECKLIST

A Step-by-Step Approval & Disclosure Guide for ASU Faculty and Staff

Policy Summary: Albany State University employees are committed to a **Championship Culture** of excellence and ethical behavior. Under University System of Georgia (USG) policy, every employee has an ongoing duty to avoid actual and apparent conflicts of interest. This guide helps you determine whether your outside professional or commercial activities require formal, prior written approval.

MANDATORY DISCLOSURE DUTY: You must fully disclose any personal, professional, or financial interest, relationship, or activity that a reasonable person could perceive as compromising your ability to perform your university duties or protect the public interest. Apparent conflicts can exist even in the absence of a legal conflict of interest.

SECTION 1: PRIOR WRITTEN APPROVAL CHECKLIST

To evaluate if your proposed outside activity requires **prior written approval** from the Institution President or designee, please walk through the following criteria:

PART A: Employee Status Profile (Check all that apply):

- ☐ I have a work commitment of **30 or more hours per week (0.75 FTE or greater)**.
- ☐ I am a faculty member on a contract of **nine (9) months or more**.
- ☐ *Alternative:* My work commitment is **less than 30 hours per week (under 0.75 FTE)** or my faculty contract is **less than 9 months** (Prior written approval is generally exempt, provided no conflict of interest is created).

PART B: Proposed Activity Profile (Check all that apply):

- ☐ The activity is **compensated** (includes consulting, teaching, speaking, business, or professional service).
- ☐ The activity relates directly to my **professional expertise** or **USG responsibilities**.
- ☐ The activity will take place during my scheduled ****regular work hours**** (requires appropriate leave).
- ☐ The activity involves consulting with or receiving payment from a ****current or potential vendor**** of ASU (subject to strict prohibitions).

SECTION 2: QUICK DECISION MATRIX

APPROVAL REQUIRED	EXEMPT FROM PRIOR APPROVAL
• Work commitment $\geq$ 30 hours/week (0.75 FTE+) • OR Faculty member on contract of 9+ months • AND Compensated outside activity relates to USG expertise or job role.	• Work commitment $<$ 30 hours/week (under 0.75 FTE) • OR Faculty member on contract of $<$ 9 months • Important Rule: Activity must still avoid creating an actual/apparent conflict or violating Board policies.

SECTION 3: REQUIRED APPROVAL ROUTING HIERARCHY

Outside activities requiring approval must be authorized in writing **prior to engagement**. Verify your specific routing protocol based on your organizational position below:

Your Position / Role	Required Approver	Authority & Delegation Limits
General Institution Employees (Faculty & Staff)	Institution President or Designee	Must utilize standard institutional approval forms and procedures.
Vice Presidents & Equivalent (And direct reports to the President)	Institution President	Strict USG Restriction: President's signature authority is completely non-delegable.
System Office Employees (And USG Institution Presidents)	Chancellor or Designee	Subject to System-level compliance procedures and review.

SECTION 4: KEY POLICY RESTRICTIONS

1. CONSULTING FOR USG VENDORS (PROHIBITED WITH NARROW EXCEPTIONS):

- **General Rule:** USG institution employees are strictly prohibited from consulting with or receiving compensation from any current vendor of, or any entity seeking a vendor relationship with, their specific institution.
- **Exceptions:** Exceptions may be granted by the President or designee **only if** the employee does not supervise, regularly interact with, or participate in the selection of vendors for the institution, or in instances where the employee seeking to consult is not involved in any way with vendor selection, supervision, or interaction.

2. LEAVE REQUIREMENT:

- Except as authorized for eligible faculty, you must use appropriate personal leave for any outside activities conducted during scheduled work hours, in accordance with USG leave procedures.

3. HONORARIA RESTRICTION:

- Non-faculty employees are strictly prohibited from receiving honoraria for any activities conducted during scheduled work hours.

SECTION 5: STEP-BY-STEP COMPLIANCE PROTOCOL

- ☐ **STEP 1: Identify Activity** — Gather details regarding the scope, duration, compensation, and vendor relationships of the proposed activity.
- ☐ **STEP 2: Complete the Forms** — Obtain the Albany State University Outside Activity Approval Form from your department or Human Resources.
- ☐ **STEP 3: Obtain Initial Review** — Review the form with your immediate supervisor to ensure there is no conflict of commitment or schedule interference.
- ☐ **STEP 4: Route for Executive Signature** — Submit the form for President (or designee) approval. Remember: VPs and direct reports must have the President's personal, non-delegated signature.

- ☐ **STEP 5: Retain & Renew** — Keep a copy of your approved form in your personal records. Note that approvals must be reviewed and renewed on an annual basis.

SECTION 6: KEY RESOURCES & CONTACTS

If you are unsure whether an activity requires approval or creates an apparent conflict of interest, please contact the following resources immediately:

- **ASU Ethics & Compliance Hotline:** (229) 500-2000 (Via Directory Routing)
- **ASU Legal Affairs & Human Resources:** Reach out through the institutional directory for form guidance.
- **USG Board of Regents Policy Library:** Policy Section 8.2.18.2.