

**THE UNIVERSITY OF TENNESSEE INSTITUTE OF AGRICULTURE  
REQUEST FOR AUTHORIZATION FOR COMPENSATED OUTSIDE PROFESSIONAL SERVICES**

*Requested by:*

Name:

Date of Request:

Department:

Rank:

Personnel #:

If joint appointment: distribution (%)

Type Appt. 12 month 9 month

Details of the requested compensated outside professional services are:

1. Name and address of individual, firm or business:

2. Brief description of duties/experience in this endeavor:

3. Outline benefits of this activity to UTIA:

4. Amount of time (days/calendar year) to be devoted to this activity (list date(s) if known):

Annual leave \_\_\_\_\_

Weekends \_\_\_\_\_

Compensated work time \_\_\_\_\_

5. Aggregate number of days (including annual leave) already used for compensated outside services this year to date: \_\_\_\_

6. Does this activity utilize any University facilities, equipment, supplies, or support personnel (written approval will be required)? **Yes No**

If yes, describe:

7. Does this proposed activity include the signing of an agreement concerning intellectual property? (If yes, attach a copy of the agreement) **Yes No**

APPROVAL REQUESTED: \_\_\_\_\_  
Applicant Date

APPROVAL RECOMMENDED: \_\_\_\_\_  
Department Head Date

APPROVAL RECOMMENDED: \_\_\_\_\_  
Dean(s) Date

APPROVED: \_\_\_\_\_  
Chancellor (UTIA) Date

A new form is required for each "compensated outside service" request. Approval of this application expires automatically at the end of the calendar year December 31. If the activity will continue beyond December 31, a new application must be filed.)

(Revised 05 16)

## GENERAL GUIDELINES: COMPENSATED OUTSIDE PROFESSIONAL SERVICES

1. Faculty of the Institute may engage in compensated outside professional services only with prior written approval by the appropriate Department Head(s), Dean(s) and Chancellor for Agriculture. Prior approval is required to avoid compromising the Institute's public and political relations through actual or perceived conflicts of interest.
2. Faculty of the Institute may engage in a reasonable amount of consulting or other professional service as per Chapter 7 "Outside Compensated Services" of The University of Tennessee, Knoxville Faculty Handbook provided such activity does not interfere or compete with UTIA's mission. "A reasonable amount" is that amount which will not adversely affect performance of their responsibilities to the University. A limited amount of University time may be made available for compensated outside services provided these activities clearly strengthen the professional competence of the employee or in other ways contribute to the Institute's teaching and research programs.

### SPECIAL PROVISIONS

1. Twelve-month faculty members are expected to perform university-related activities for a twelve-month year. Thus, faculty members on twelve-month appointments are covered by the same University of Tennessee Personnel Policies and Procedures which apply to administrative or professional personnel of the university. Faculty should normally limit their aggregated compensated outside professional services to no more than an additional twenty percent (20%) over their total (100%) university effort – including accrued annual leave taken and grants of released time – during a given calendar year, upon approval of the department head and dean. The department head and dean may restrict a faculty member's compensated outside professional service effort to less than 20% (e.g., if a faculty member's performance of assigned university duties does not meet expectations, as found in the annual evaluation). Twenty percent is defined as 52 days.
2. Approvals and accumulated time for compensated outside professional services do not extend beyond December 31 of the calendar year in which they are granted or earned.
3. The proposed activities should not involve:
  - a. Use of University facilities, equipment, supplies, or support personnel. (Where these are required, a formal contract must be negotiated providing full-cost remuneration to the University.) Exceptions must be fully justified.
  - b. Use of the name of the University or a unit thereof, or use of the faculty or staff member's University title, in any promotion or testimonial related to the external activity.
  - c. Liability of the University for the conduct or outcome of such activity.
4. In the context of these guidelines, "compensation" refers to funds received beyond reimbursement for actual expenses. Not included are honoraria for occasional (e.g. two to three per year) presentations at seminars and conferences; preparation, editing, or review of scholarly publications; and "per diem" allowances or honoraria during service on federal (and other) review and advisory panels.
5. Specific prohibitions:
  - a. An Institute faculty or staff member shall not accept pay from another State of Tennessee or federal agency except under the provisions of a formal grant or contract to which the University has agreed.
  - b. An employee of the College of Veterinary Medicine shall not engage in the practice of veterinary medicine or any aspect of veterinary medicine that may be in competition with the Veterinary Medical Center, pathology, or diagnostic services.
  - c. UTIA employees are generally prohibited from compensated outside services such as consulting or serving as an expert witness (except under a subpoena as a fact witness) within the State of Tennessee.
  - d. UTIA faculty should obtain administrative approval before serving as an expert witness within the State of Tennessee.