

Outside Employment Procedure



OFFICE OF THE DEAN
COLLEGE OF HEALTH PROFESSIONS

What You Need to Know About Outside Employment

At times, UAMS employees may have opportunities for employment outside of UAMS. If you wish to avail yourself of such an opportunity, follow these instructions:

1. Review UAMS Policy 4.4.10 and Policy 4.4.12 in the UAMS Administrative Guide, available at <http://inside.uams.edu/compliance/uams-policies/>
 2. Consult with your direct supervisor to ensure that your supervisor will support your request to engage in outside employment. A key consideration will be whether the outside employment will interfere or conflict with your UAMS work responsibilities in teaching, scholarship, and service. Be sure to study the sections on conflict of interest and conflict of commitment in Policy 4.4.10.
 3. Complete your request for approval for outside employment by filling out the form linked to Policy 4.4.12, or clicking on this link: <https://secure.uams.edu/OutsideEmployment/Login.aspx>.
 4. If outside employment involves compensating UAMS directly, contact Bill Woodell, associate dean for administrative affairs, to prepare a contract for outside employment. This must be completed with appropriate signatures before you can begin work with the outside entity.
 5. Update your Conflict of Interest disclosure at <https://secure.uams.edu/uamsforms/>.
 6. Do not accept outside employment without having completed all these steps.
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