

**Outside Employment  
Guidance on Section 3.4.5 of the Bylaws  
of the Board of Regents of the University of Nebraska  
Office of the General Counsel**

**Background.**

Section 3.4.5 of the Bylaws of the Board of Regents of the University of Nebraska states that full-time professional staff members are to be encouraged to engage in outside professional employment provided that such activities do not interfere with regular staff duties at the University or represent a conflict of interest. Outside employment for professional services on a "temporary or occasional" basis may be accepted when recommended by academic administrators and approved by the Chancellor or the President, or their designees.

There are two situations where approval of the Board of Regents is necessary before

[REDACTED]

professional employment may be accepted:

- 1) those for a time period lasting more than two years, and

[REDACTED]

*Department chairpersons, department heads, deans and directors [or other equivalent heads of academic or administrative units] are reminded that they have primary responsibility to review the specific nature of each proposed outside professional activity within their respective areas of administrative responsibility and to deny approval to any such activity which would interfere with the normal University duties of the staff member involved or which would represent a conflict of interest.*

**1976 Clarification – during the assigned work week.**

[REDACTED]

to interpret § 3.4.5 (b) of the Bylaws in 1976

the first, third and sixth months and zero days in the second, fourth and fifth months and not require Board approval under § 3.4.5 (b). Such an arrangement could be given administrative approval if the other tests of § 3.4.5 are satisfied. Likewise, an otherwise appropriate six month consulting job should not take up more than twelve work days of an all-year employee's schedule unless authorized by Board approval under § 3.4.5 (b).

The President is granted authority under § 3.4.5 to promulgate rules necessary for the administration and enforcement of § 3.4.5, including regulations covering the conduct of outside professional employment using University resources. The related form was last revised December

10, 2005. [http://www.nebraska.edu/docs/Outside\\_Activity/Outside\\_Activity\\_Form\\_705.pdf](http://www.nebraska.edu/docs/Outside_Activity/Outside_Activity_Form_705.pdf).