Policy on External Professional Activities of Faculty and Other Professional Staff

In accordance with the University of North Carolina Board of Governor’s Policy on Conflict of Interest and Commitment [300.2.2], all Faculty and EPA non-Faculty employees of the University may participate in activities for compensation outside of their University duties. External professional activities for pay (EPAP) means any activity that

1. is not included within one’s University employment responsibilities;
2. is performed for any entity, public or private, other than the University employer;
3. is undertaken for compensation; and
4. is based upon the professional knowledge, experience and abilities of the EPA employee.

Activities for pay not involving such professional knowledge, experience and abilities are not subject to the advance disclosure and approval requirements of Section III of the Board of Governors’ Policy, although they are subject to the basic requirement that outside activities of any type must not result in the neglect of primary University duties, creation of a Conflict of Interest, involve inappropriate uses of the University name or resources, or include claims of University responsibility for the activity.

All Faculty and EPA non-Faculty employees of the University are required to receive approval in advance of engaging in external professional activities for pay (except for contract employees performing external professional activities for pay entirely outside the months of their University contract employment).

A Faculty or EPA non-Faculty employee is required to file a “Notice of Intent to Engage in EPAP” request through the online system at least ten (10) days before engaging in the external activity. At the University of North Carolina at Chapel Hill, External Professional Activities for Pay (EPAP) requests should be submitted on-line: https://apps.research.unc.edu/air

The link below is to the University of North Carolina Board of Governors’ Policy [300.2.2] on Conflict of Interest and Commitment. Section III of that Policy includes provisions governing External Professional Activities of Faculty and EPA Non-Faculty Employees.

University of North Carolina General Administration’s Policy 300.2.2: Conflict of Interest and Commitment

For the regulations on filing requests for External Professional Activities for Pay as required by the UNC Board of Governors’ Policy listed above, please see the Regulations on External Professional Activities for Pay by Faculty and Non-Faculty EPA Employees [300.2.2.1]. For those individuals in certain positions, the Regulations for Senior Academic and Administrative Officers on External Professional Activities for Pay and
Honoraria [300.2.2.2] may also apply.

UNC-Chapel Hill maintains its own Policy on Individual Conflicts of Interest and Commitment which incorporates the above regulations. UNC-Chapel Hill faculty and staff can consult this policy for additional guidance information on the disclosure of potential conflicts of commitment.

All revision dates: 8/1/2012

Attachments: No Attachments

### Approval Signatures

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<tr>
<th>Step Description</th>
<th>Approver</th>
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<td>Publication</td>
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<td>Ann Lemmon: Assistant Provost</td>
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### Applicability

The University of North Carolina at Chapel Hill