


September 17, 2007

TO: Members of the Faculty Bargaining Unit

FROM: Edna Mora Szymanski 
Senior Vice President for Academic Affairs & Provost

RE: Reporting Outside Employment

As members of the Faculty Bargaining Unit represented by the Associated Faculties of the University of Maine System (AFUM), you are responsible for reporting certain forms of outside employment to your appropriate supervisor. Article 24 of the current agreement, which concerns outside employment, is attached. Section C. of the Agreement states that:

Any unit member who proposes to engage in any outside compensated professional employment which the unit member should reasonably conclude may create a conflict of interest, under the University of Maine System Conflict of Interest Policy, shall report to the unit member's supervisor, in writing, the details of such proposed employment prior to engaging therein.

At the University of Maine, you are required to report such prospective employment to your department chair, school director (dean in a non-departmentalized college), or organized unit leader (administrator), as appropriate, and obtain approval, as provided by the Agreement, prior to starting such employment. Unit members are also reminded that any changes in the nature or extent of the previously approved outside employment must be reported and re-approved, and that outside employment of a continuing nature must be reported at the beginning of each academic year (Article 24, Section E).

Additionally, Section F of Article 24 provides that:

Any outside employment which falls under the provisions of this Article and in which the employee is currently engaged but has not previously reported, shall be reported within 60 days of the execution of this Agreement and shall conform to the provisions of this Article.

The attached Outside Employment Reporting Form has been developed for use by faculty in reporting outside employment. Please feel free to duplicate it, as necessary.

Thank you in advance for your prompt attention to this matter.

Attachments

cc: President's Office
Deans and Directors
Department Chairs/School Directors
Human Resources