Outside Professional Activity Policy and Reporting Procedure

The University of Georgia and the College of Veterinary Medicine recognize that appropriate outside professional activity may be mutually beneficial to the faculty member and the University. These benefits include: enhancing the knowledge, expertise, and experience of the faculty; assisting in maintaining awareness of real world conditions; opening and expanding contacts and communications with other institutions, organizations, industry, governmental agencies, and other clients; and opening and expanding contacts and communications with other service activities otherwise unavailable. However, since faculty and administrative personnel have committed their primary professional effort to the University, the University has the responsibility to limit and regulate such activity. With limited exceptions, faculty members are required to obtain the permission of the University prior to engaging in outside professional activity and to make periodic summary reports on such activity. This policy defines the types of outside professional activities allowed and outlines the procedures for obtaining permission to engage in such activities.

Overview

Policies concerning Outside Professional Activity, as defined herein, are based on certain premises:

1. Faculty members should be encouraged to engage in activities beyond their regular University duties when such activities contribute to individual growth, extend knowledge, or advance the mission of the University.

2. Under appropriate limitations, it is acceptable for faculty members to receive extra compensation for work that is definitely beyond and does not interfere with their University duties.

3. There is need to protect the interests of the University by ensuring that the faculty do not have outside demands and commitments that would retard their academic development and discharge of University responsibilities.

4. It is important to ensure that University facilities are not used in ways that would deplete its resources and interfere with its programs of education, scholarly activity, and health care.

5. Inasmuch as individuals accepting a faculty appointment have thereby committed a full professional effort to the University, the University has a right and an obligation to require advance approval and subsequent reporting on additional activities of faculty members that may interfere with the discharge of University duties or present other conflicts of interest with the University.
This policy defines and specifies the many types of outside professional activities in which College of Veterinary Medicine faculty members and administrators may be engaged. It also specifies activities that are not covered by this policy.

All faculty members engaging in outside professional activities must obtain prior permission from their department head and the Dean as outlined herein. Travel authorization and leave forms are to be submitted prior to travel or prior to engaging in outside professional activity. Travel authorization requests and leave forms (or an email equivalent) must be submitted with sufficient lead-time to obtain such approval. Approval cannot be sought or granted after the fact except in the instance of emergencies. It is the faculty member’s responsibility not to exceed limits defined in this document.

REASON FOR POLICY

The College of Veterinary Medicine affirms the fact that the members of its faculty are professionals with certain obligations and privileges inherent in that status. Professionals are obliged to continuously broaden their capabilities, to share their knowledge with their peers, and to make their knowledge and skills available to the public under appropriate circumstances. Although professionals who accept full-time faculty appointment thereby commit themselves to extending their principal professional effort through the University, limited service to, or association with, organizations and persons external to the institution may contribute to the growth of faculty competence and the purposes of the University. Like other professionals, faculty members expend their principal productive effort on their professional work, which occupies time well beyond the norm for non-professional employment but may be flexible in schedule and not limited to particular hours of the day or week.

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

**Continuing education** – For purposes of this document, “continuing education” means University of Georgia (a) sponsored short courses, seminars, or workshops directed toward specific professional groups or target populations; (b) non-credit short courses advertised and open to the general public; and (c) enduring materials that are printed, recorded, or computer-assisted. These materials may be used over time at various locations and constitute a planned activity of continuing education. Examples of such materials include programmed text, audiotapes, videotapes, and computer-assisted materials that are to be used alone or in combination with written materials for independent learning by health-care professionals. Not included are “reference materials” such as books and journals. Participation in UGA sponsored continuing education is considered to be beyond the faculty member’s normal job responsibility, and thus additional compensation can be received for this work.

**Grants and contracts** – Specific sponsored-project arrangements with (a) federal and international agencies; (b) state agencies; (c) nonprofit foundations and agencies; or (d) business and industry.
Other outside employment – Any employment of a faculty member for compensation by persons or organizations external to the University, including self-employment, in fields of endeavor unrelated to the individual’s University duties; it includes all non-University employment not covered by outside professional activity as defined in Section 1 of this document.

Outside professional activity – Outside professional activity is understood to mean any service rendered by a faculty member, with or without compensation, to persons or organizations external to the University without University sponsorship, for the purpose of advancing, applying, or transferring knowledge in a field of endeavor related to the faculty member’s employment at the University. Such activity is beyond or in addition to the faculty member’s University responsibilities; it generally occurs off-campus and requires only the time and special capabilities of the individual, without significant use of University facilities or supporting services.

Request to engage in outside professional activity – Form that must be submitted and approved by the department head and the Dean prior to engaging in outside professional activity, unless not required as defined in Section 1 A and D of this document.

Travel authorization form – University of Georgia form that must be submitted prior to travel on official University business, including travel that is of no cost to the University.

Leave Request form - University of Georgia form that must be completed prior to taking scheduled leave from the University. Form indicates if leave is annual, sick, holiday, military, jury duty, or other. Other includes leave taken to engage in outside professional activity, also often referred to as consulting leave. If non-scheduled leave is taken on short notice, this form should be completed as soon as practical, including electronic submission or by notifying the faculty member’s home department’s office. This form must be completed each time leave of any type is taken.

SECTION 1. TYPES OF OUTSIDE PROFESSIONAL ACTIVITY

A. Professional Leadership Activities

The University encourages its faculty members to achieve positions of leadership in their respective professions. Attainment of such status often involves activities such as presenting papers at professional meetings, giving occasional lectures at other institutions, service in offices or on committees of academic or professional societies or professionally related civic and non-profit organizations, participating in accreditation visits to other institutions, and service on governmental advisory committees or study sections. Such activities generally are of an occasional or short-term nature, and are either without compensation or bring only a nominal financial return to the individual. When professional leadership responsibilities have these characteristics, they may be accepted without prior clearance from the Dean or specific limitation by the University, and the faculty member has an obligation to see that they do not interfere with teaching assignments, research productivity, or other departmental, College, and University duties. Occasionally, faculty members are asked to accept professional responsibilities that require substantial recurring
or long-term time commitments, such as may be involved in holding national-level office in an academic society or editing a professional journal. Consultation with the appropriate department head or the Dean should precede acceptance of such responsibilities. The number of professional leadership activity days must be limited to twenty (20) per year for full-time faculty on a twelve month contract, and to fifteen (15) per year for full-time faculty on a nine month contract, unless a faculty member has obtained written approval to exceed that limit from his or her department head and the Dean. The University will attempt to facilitate faculty performance of professional leadership roles when such activities are of a significant nature and reflect credit on the University, but all parties involved have a responsibility to ensure that such activities are compatible with University responsibilities and entail no undue drain on University resources.

With the exception noted, professional leadership activities as defined above may be undertaken without prior permission of the College of Veterinary Medicine. In all cases, however, such activities must be reported in accordance with this policy and the required leave forms must be completed prior to departure.

B. Outside Consulting

Faculty members often have opportunities to serve as consultants or part-time employees to make their professional knowledge and skills available to individuals and organizations outside the University, including government agencies, other academic institutions, non-profit organizations, business enterprises, and participation in online and other activities associated with the digital age. Such activities may be either on a short-term or recurring basis and generally involve compensation to the individual. This includes engagement as an expert witness in legal matters. Such outside consulting is permissible, and under appropriate circumstances may be encouraged as contributing to the faculty member’s professional growth and the purposes of the University, but these activities must be carefully scrutinized and limited to ensure that they do not interfere with the faculty member’s University responsibilities or create impermissible conflicts of interest. Outside consulting as described above may be entered into only with prior permission of the University, and within specified time limits approved by the department head in consultation with the Dean.

C. Teaching at Other Academic Institutions

Teaching or research at other academic institutions may be appropriate under some circumstances but is generally discouraged except for occasional lectures in the faculty member’s area of specialization. Recurring responsibilities at another academic institution, such as teaching a course or supervising a research program, may be accepted only with prior permission of the Dean, which usually will not be given without communication between the faculty member’s department head or Dean and a counterpart at the other institution to assure that both institutions understand and approve the arrangement. Arrangements with other units of the University System of Georgia are governed by the Policy Manual of the Board of Regents, Section 8.3.15.2.
D. Scholarly or Creative Writing and Other Individual Creative Endeavors

Such activity is part of the regular University responsibilities of many faculty members, and additional activity beyond normal expectations is generally encouraged as contributing to professional growth and the purposes of the University. If such activity is undertaken in anticipation of uncertain future compensation (such as a royalty interest in a book or possible eventual sale of an artistic work), there is no requirement for advance permission, but the requirement for subsequent reporting applies. If the activity is undertaken for direct compensation or immediate sale of a product or for an advance in anticipation of royalties, the requirements for prior permission and subsequent reporting apply.

E. Outside Professional Practice

Under some circumstances, faculty members engage in independent professional practice, accepting patients or clients without University sponsorship and generally off campus. Such activity, whether undertaken for fees or on a pro bono basis, must be carefully limited and regulated to avoid conflict with University obligations and may be prohibited altogether by the policies of some departments. When it is allowable, the requirements of advance permission and subsequent reporting apply. If the relevant canons of professional practice preclude identification of individual clients, that information need not be disclosed, but the faculty member is required to obtain approval prior to engaging in this activity, and the amount of time spent engaging in the activity must be reported on the monthly leave form.

Practice is defined by the Georgia Veterinary Practice Act as:

(A) To diagnose, treat, correct, change, relieve, or prevent animal disease, deformity, defect, injury, or other physical or mental conditions, including the prescription, administration, or dispensing of any prescription drug, medicine, biologic, apparatus, application, anesthetic, or other therapeutic or diagnostic substance or technique on, for, or to any animal, including but not limited to acupuncture, animal dentistry, manual or mechanical adjustment procedures, physical therapy, surgery, diagnostic veterinary pathology, any manual, mechanical, biological, or chemical procedure used for pregnancy testing or for correcting sterility or infertility, or to render advice or recommendations with regard to any of the above; but not including such administration or dispensing pursuant to prescription or direction of a licensed veterinarian;

(B)(i) apply or use any instrument or device on any portion of an animal’s tooth gum or any related tissue for the prevention cure or relief of any wound fracture injury disease or other condition of an animal’s tooth, gum, or related tissue.

(ii) To engage in preventive dental procedures on animals including, but not limited to, the removal of calculus, soft deposits, plaque, or stains or the smoothing, filing, or polishing of tooth surfaces.

(iii) Nothing in this subparagraph shall prohibit any person from utilizing cotton swabs, gauze dental floss dentifrice toothbrushes, or similar items to clean an animal’s teeth;

(C) To represent, directly or indirectly, publicly or privately, an ability and willingness to do any act described in subparagraphs (A) and (B) of this paragraph;

(D) To use any title, words, abbreviation, or letters in a manner or under circumstances which induce the belief that the person using them is legally authorized or qualified to perform an act included in this paragraph. Such use shall be evidence of the intention to represent oneself as engaged in the practice of veterinary medicine;
Practice that is not part of the faculty member’s regular professional responsibilities at the University is not allowed for a business registered or physically located in the State of Georgia. The only exception is practice on a faculty member’s own pets and livestock. For the purpose of this document, practice in online practice (also often referred to as consulting) is considered to occur in the state where the business is registered. Permission to practice in Georgia may be granted in rare and unusual circumstances, and with prior approval of the department head and Dean. Practice outside of Georgia is allowed provided it follows the Outside Profession Practice Policy. Consulting leave (within the limits established in this document) or annual leave time can be used for practice outside of the State of Georgia.

F. Continuing Education

Continuing education is an integral part of the mission of the University, and faculty members are encouraged to participate in such activity. Faculty participation in continuing education activities, as defined in the definitions section of this document, and sponsored by another institution, is considered outside professional activity.

Outside professional activity in continuing education sponsored by another institution is recognized as being potentially beneficial to the faculty member’s career advancement. As such, the benefits to the individual are likely to be related to the stage of their career; local meetings for early career faculty help them become established, whereas national and international meetings are more likely to be career advancing and bring more acclaim to the University for senior faculty. Furthermore, the benefit to an individual’s career is not linked directly to the number of presentations, but more closely follows the law of diminishing returns for any given year. The faculty member, department head, and Dean have a responsibility to control the level of participation in University sponsored continuing education or outside professional activity, as defined in this document, so that such participation does not negatively impact the obligation of the faculty member to the University.

The following apply to continuing education sponsored by the University of Georgia.

1. **Seminars, Workshops, Institutes, Courses, and Lectures Directed Toward Professional Groups, Specific Target Populations, and the General Public.**

   Although a number of activities of this type are annual or regularly scheduled events, the content of the programs will vary in keeping with the interests and needs of participants as well as advancements in the field. Such activities frequently involve
several faculty members for brief periods of time. These activities are usually initiated by the faculty at the department or College level or by the Continuing Education Office.

Guidelines for the payment of faculty engaging in continuing education activities have been developed in accordance with The Policy Manual of the Board of Regents, Section 8.3.12.4. Simply said, “When extra compensation is paid, it shall be in line with compensation paid for performance of the employee’s normal duties.” In addition, these guidelines take into account customary and usual travel expenses in keeping with State policy.

2. **Enduring Materials**

   Printed, recorded, or computer-assisted instructional materials that may be used over time at various locations and that in themselves constitute a planned activity of continuing education are considered to be enduring materials. These materials must be based upon identified continuing education needs of a given target group of health-care professionals. The faculty (author) must develop explicit objectives for each enduring material and communicate these objectives to prospective participants.

   Compensation to faculty is in keeping with the copyright guidelines of University of Georgia and the Board of Regents of the University System of Georgia.

3. **Extent of Faculty Participation**

   The faculty and administration of each department (working together within the existing administrative structures) will establish a procedure for monitoring faculty involvement in continuing education. A faculty member’s participation should not interfere with their academic development and discharge of normal University responsibilities.

**SECTION 2. PROCEDURES**

The following procedures apply to outside professional activity as described above, with exceptions noted therein.

1. In their professional engagement beyond their normal University duties, faculty members have a responsibility to choose activities that contribute to their professional growth and the spread of knowledge and that support the broad purposes of the University.

2. When engaging in outside professional activity or other outside employment or involvements, faculty members have a responsibility to limit such activities so that they do not conflict with their primary obligations as faculty members or with the goals and needs of the University.

3. During the period of contractual obligation to the University, and with the exceptions noted in Sections 1A and 1D above, and in the instance of emergencies, faculty members are required to submit written requests for permission in advance of participating in outside professional activity. This is done by submitting the Request to Engage in Outside Professional Activity form through the department head to the Dean of the College. Forms
may be obtained at the office of the appropriate department head. In the case of an emergency, these forms should be submitted as soon as practical after returning to the University.

4. Arrangements for all recurring consultation and research must be approved in writing by the department head and the Dean, using the appropriate form, before the work is undertaken. Forms must be submitted with sufficient lead-time for permission to be obtained; with the exception of emergency, permission cannot be granted after the fact. Faculty holding administrative rank such as department head, associate dean, or Dean must obtain written permission from their immediate supervisor before such employment can be accepted. This approval must be renewed annually if the activity is going to be continued during the subsequent fiscal year.

5. If permission for a faculty member to engage in outside professional activity is denied, the department head must inform the faculty member, giving specific reasons for the denial. Copies of the request and the denial will be forwarded to the Dean.

6. To avoid conflict of interest and ensure the continued credibility of the College of Veterinary Medicine, faculty members may engage in consulting or practice only when such activities conform to the principles listed below. These criteria are not designed as a substitute for good judgment by the faculty member or administrators, but to provide guidelines within which said activities can be evaluated.

   a. Faculty members should make clear in writing to those who employ them that their work is private and unofficial and that the College and/or University is not responsible in any way for the services rendered or results obtained.

   b. A faculty member may not consult or practice for an enterprise owned or operated in whole or in part by him/herself or that of a relative if that enterprise is in a field of endeavor related to the faculty member’s employment at the University.

   c. Consulting or practice activities must in no way compromise the position of the College or University.

   d. In general, University resources, including equipment and supplies, are not to be used in consulting or practice. When College or University resources are required, the activity shall be, if possible, performed on a contractual basis with the College or University rather than as an individual consulting or practice activity. If College or University resources are to be used by the faculty member, arrangements to repay UGA must be established before approval is granted.

   e. Both the fact and semblance of conflicts of interest must be avoided. If the question arises, the interest and the reputation of the College and the University must come first.

   f. Care must be exercised to avoid establishment of consulting or practice activities that infringe upon the activities or units of the University.

7. Outside professional activity for which extra compensation is received shall not exceed a maximum time commitment as follows:
a. Faculty will accrue two consulting/practice days per month and unused days may accumulate to a maximum of four days per month. The maximum number of consulting/practice days permissible for a member of the faculty on full-time appointment (without using annual leave) is four days per month or the number of accrued days, whichever is less. Days exceeding these limits must be taken as annual leave.

b. Outside professional activity that occurs during the normal workday must be taken as consulting or annual leave; this includes work performed on University property (e.g., consulting or other outside professional activity done from one’s office) as well as work performed at another venue. Consulting or practice cannot occur during the normal workday with the promise to meet normal job responsibilities by working outside of the normal workday. Consulting or practice activity that occurs outside of the normal workday or on weekends does not require consulting or annual leave, but does require submission of the Request to Engage in Consulting Services form and approval by the department head and Dean. If travel is associated with the consulting event, and includes a normal workday, the time period of travel must be taken as consulting or annual leave.

SECTION 3. OTHER OUTSIDE EMPLOYMENT

Other outside employment is defined as any employment of a faculty member for compensation by persons or organizations external to the University, including self-employment, in fields of endeavor unrelated to the individual’s University duties; it includes all non-University employment not covered in Section I of this policy. Any such activity must occur only during time that is clearly off-duty from the University and must be carefully limited so that it is compatible with the individual’s professional status, creates no conflict of interest with the University, does not conflict with scheduled University duties, and does not in any way infringe on the full-time professional effort committed to the University.

SECTION 4. GRANTS, CONTRACTS AND CONSULTATIONS USING UNIVERSITY FACILITIES, SERVICES, OR PERSONNEL

The University realizes its obligations toward the advancement of the state of knowledge and toward the improvement of the health of the general population and therefore makes its facilities and personnel available when these studies will promote the quality of programs of research, education, and patient care that will bring recognition to the individual faculty members, the department, the College, and the University. Grants and contracts (as defined above) and consultations requiring the services of University faculty and staff and the use of University facilities or services must be administered in accordance with (a) the current procedures regarding grants and contracts and (b) the current regulations of the funding source. Copies of these are available from the Division of Sponsored Program Administration.

Generally, all of these awards that are for support of research are made to the University of Georgia and subcontracted to the University and other awards for non-research sponsored activities of the faculty member are made directly to the University. All funds will be deposited
with and disbursed from the Controller’s Office. Any salary and accompanying fringe benefits to be paid from such awards included in the grant or contract budget must be paid as part of the annual compensation through routine University procedures. This becomes a part of the total annual compensation.

Occasionally a faculty member or a group of faculty members working together will be requested by an outside organization to provide consultation services. Such consultation services or scientific or clinical studies may be performed if at least one of the following criteria is met to the satisfaction of the appropriate department head and is approved in writing by the appropriate Dean(s) or Director(s):

- The project has merit either to advance science or to improve the quality of life;
- The project will improve the scientific or professional qualifications of the faculty members; or
- The project enhances ongoing programs of faculty members, making these programs more complete and comprehensive.

Any costs to the University or its affiliated entities originating from any outside activities must have the prior written approval of the appropriate UGA financial official and the appropriate official at the affected organization. Reference to the University, including names of faculty members, for commercial advertising purposes is prohibited; reference may be made to the research publications reporting the work.

If the faculty member is compensated beyond reimbursement of travel expenses this consultation is considered to be outside professional Activity.

**Application of Policy**

The policies in this document apply to activities of full-time faculty members during their period of contractual obligation to the University, which is defined by the University of Georgia academic year calendar for faculty on academic-year appointments, and July 1-June 30 for faculty on 12-month appointments. Full time faculty on an academic-year appointment have an obligation to deliver the full amount of time or effort committed by the terms of their appointment, and to assure that their other activities and employment do not infringe on their University obligations or create conflicts of interest with the University during the entire year, and are prohibited from practicing in the State of Georgia at any time. Part-time faculty members have an obligation to deliver the full amount of time or effort committed by the terms of their appointment and to assure that their other activities and employment do not infringe on their University obligations or create conflicts of interest with the University, but are exempt from the specific limitations and procedures stated in this policy.

Department heads have a responsibility to remain informed of the professional and outside employment activities of faculty members, to encourage such activities when they are consistent with the policies in this document, and to advise faculty members of other involvement in activities that might jeopardize the development and promotion of the individual, interfere with the individual’s primary responsibilities, or hinder the achievement of excellence in academic or research programs.
Department heads will report clear violations of these policies to the Dean, who has a responsibility to discuss the situation with the faculty member’s department head and the faculty member concerned, and to initiate appropriate action.

Consulting Requests, Approval and Reporting

All outside professional activity must have prior written approval by the department head of the faculty member initiating the request and the Dean. The department head is to determine and sign-off that the consulting activity does not pose a conflict of interest and is consistent with the role and responsibility of the faculty member and the College. The department head will not approve a request if (1) the activity diminishes the faculty member’s overall performance in his or her expected responsibilities, (2) the consulting activity places an undue burden on other faculty members to assume responsibilities in the faculty member’s absence, or (3) if, in the opinion of the department head, the combination of time taken for consulting together with other travel authorizations, but excluding annual leave, exceeds that which is appropriate for a faculty member at the University of Georgia. If the department head reasonably believes that all the guidelines in this policy have been met, he or she will sign the request with that assurance and forward to the Dean for final approval. All requests must have a defined time period. Requests should be submitted monthly, including requests for recurring activity, and under no circumstance does permission exceed one year or extend beyond the end (June 30) of the fiscal year in which the request is made.

EXAMPLES OF FREQUENTLY ASKED QUESTIONS

1. Can I provide veterinary services in Georgia (including screening exams or being on-site at shows/exhibits/events) to earn extra income?

   Practice is generally not permitted except in rare and unusual circumstances, and only with the approval of the department head and Dean. You can perform screening outside the University but in the State of Georgia with prior approval of the department head and through the Veterinary Teaching Hospital. Under this circumstance, and with the permission and agreement of the Hospital Director, you will be able to use UGA equipment and will be a representative of UGA. University policy dictates that you can be paid (money in your pocket) at your regular rate, which is based on your UGA annual salary. Fees for service are paid to the Hospital, and you are paid through the University, not directly from clients or any other organization. Anyone helping you can be paid through the University, generally from the income generated by this activity. This is officially referred to as extra work by the University. Net fees accrued above and beyond what you are paid can be directed into an account in the department, and those funds are distributed by the department head. If directed to you, this money can be used to fund many things, such as, but not limited to, travel to meetings, research activity, technical support for a project, or house officer activity. While this policy limits the amount you can earn, it avoids any concern relative to engaging in activities that infringe upon the activities or units of the University.

2. Can I provide veterinary services outside of Georgia?
You can practice outside of Georgia as an independent contractor. In that instance, you will only be able to use Hospital equipment by negotiating with the Hospital Director and compensating the VTH for use of the equipment, and assuming responsibility for the equipment. You will not be covered by University liability insurance, and you will have to make clear that you are not practicing as a representative of the University. You can keep all earned income (minus expenses for renting hospital equipment). You will also need to make arrangements to pay anyone helping you through your own mechanism. You are responsible for meeting licensure requirements in the state in which you are practicing.

If you practice outside of Georgia as a representative of the University, as described in example 1, you are subject to the requirements and limitations, including pay, as described in example 1. You are also responsible for meeting licensure requirements for the state in which you practice.

3. **I am asked to give three days of lecture at another (including foreign) university. This occurs on an annual basis. This activity enhances UGA’s international reputation. My only compensation is that my expenses are covered. Can I perform this activity? What type of leave must I take?**

   This is addressed in section 1, part C. Teaching a portion of a course on a regular basis at another university, when there is no tangible benefit to the University of Georgia, is discouraged. If you wish to pursue this activity the department head and Dean must grant permission each time the activity occurs. Unless permission is specifically granted for the activity, including travel, to occur during normal working hours, any time during which the activity, including travel, occurs must be taken as leave. This activity can occur using consulting or annual leave.

4. **There is an emergency disease outbreak in a poultry production facility and I’m asked to get on an airplane that evening and travel to the site to advise a company on its control. Can I go without prior written approval by the Department Head and the Dean?**

   Since this is an emergency, (Section 2, #3) the answer is yes. Emergencies requiring immediate action are not a recurring consulting activity, and prior approval is not required. You will be expected to contact your department head as soon as possible. You will also be expected to submit the proper forms (request to engage in outside professional activity, travel authorization, or leave request forms) as soon as you return to UGA. In addition, it is your responsibility to ensure that your obligations at the University are covered while you are away.

5. **What does the University Liability Insurance cover me for?**

   University Liability Insurance will only cover you for work performed on behalf of the University. If you practice for personal gain, you must obtain your own liability insurance.

6. **I am going to speak at the American Association of Bovine Practitioners for which I will receive a small honorarium, but will not fully cover my expenses. What type of leave request is required?**
You need to complete an in-state or out of state travel authorization, depending on the location of the meeting.

7. **I am going to speak at the California Veterinary Medical Association on a Thursday through Sunday for which all my expenses will be paid and I will also receive an honorarium based on the number of hours I will be speaking. What type of leave request is required?**

   You must complete a Request to Engage in Outside Professional Activity (consulting) form. All four days are considered consulting, and while the weekend days do not count against consulting time, you are required to notify and complete the form for the weekend days as well as the weekdays.

8. **I am going to work as a locum tenens at an institution in another state for two weeks. What type of leave request is required?**

   You must take the full number of working days as either consulting time or vacation time. It may either all be vacation time or you can use as many consulting days as you have accrued and the balance must be vacation.

9. **I am attending a meeting of the board of the American College of Veterinary Surgeons for which my expenses will be paid, but I will receive no honorarium. What type of leave request is required?**

   You need to complete a travel authorization, for either in-state or out of state travel as appropriate. This is covered in Section 1.A.

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*Adopted 8 October 2014*