

ELO Guidance on Outside Activity

All employees must receive university approval prior to engaging in any outside employment or activity. The university pre-approval process is initiated by submitting an [Outside Activity Questionnaire \(OAQ\)](#) detailing the proposed outside activity. While all OAQs must be reviewed and approved by a supervisor, faculty and instructional staff's requests for outside activity pre-approval must be approved by their chair and dean. The final step is ethics review by the Ethics Liaison Officer (ELO).

Generally, the pre-approval process to engage in secondary employment, volunteer activity, or personal business requires the OAQ filer provide a full description of the proposed outside activity and demonstrate that the proposed outside activity/employment will not negatively impact their NJIT responsibilities, constitute a conflict of interest, and/or involve the use of NJIT resources, confidential information, intellectual property, or time (when one is expected to perform or be available for their NJIT responsibilities). NJIT employees may not undertake any employment or activity, whether compensated or not, which might be reasonably expected to impair their objectivity and independence of judgment in their NJIT duties.

Employees seeking approval of outside activity must detail the proposed days/hours to be committed to outside activity. Department heads reviewing the OAQs may approve the work days/hours proposed; deny the request; or place a limit on the work days/hours to be committed to outside activity. Employees should commit no more than 10-15 hours a week to outside activity so to preserve their primary professional commitment to their NJIT responsibilities.

Following the approval of an OAQ, all employees remain under a continuing obligation to update or renew their outside activity approval status, including if their status changes due to leave or sabbatical.

Outside activity pre-approval requests are reviewed on a case-by-case basis, and an employee may appeal the ELO's denial of the OAQ to the [State Ethics Commission](#) within 60 days of the decision. NJIT reserves the right to review, revise, or rescind outside activity approvals at any time.