

Compliance Alerts!

External Professional Activities

POLICY SCOPE

The [External Professional Activities Policy](#) applies to employees exempt from the North Carolina Human Resources Act, including:

- Senior Academic and Administrative Officers (SAAO)
- Faculty
- Exempt Professional Staff

WHAT IS AN EXTERNAL PROFESSIONAL ACTIVITY?

An external professional activity is any activity that:

- is not included within an Employee's Employment Responsibilities/Duties;
- is performed for any entity, public or private, other than the University; and
- is based upon the professional knowledge, experience, and abilities for which the University employs the Employee.

KEY REQUIREMENTS

Employees may only engage in external professional activities if:

- They comply with all applicable University and UNC Board of Governors policies
- The activity does not interfere with University employment obligations

NOTICE OF INTENT

Before engaging in any external professional activity, employees must:

- Complete and submit a Notice of Intent form
- File a separate Notice for each activity
- Submit at least 20 calendar days before the activity begins

The Employee's respective Unit Head has the initial responsibility to review the Notice of Intent and approve or deny the request.

CONSEQUENCES OF NONCOMPLIANCE

Failure to comply with this policy may result in disciplinary action. For more information, review the full External Professional Activities Policy.

To keep the community informed, Compliance Alerts! are maintained on the University's Risk and Compliance webpage. [Compliance Alerts!](#)