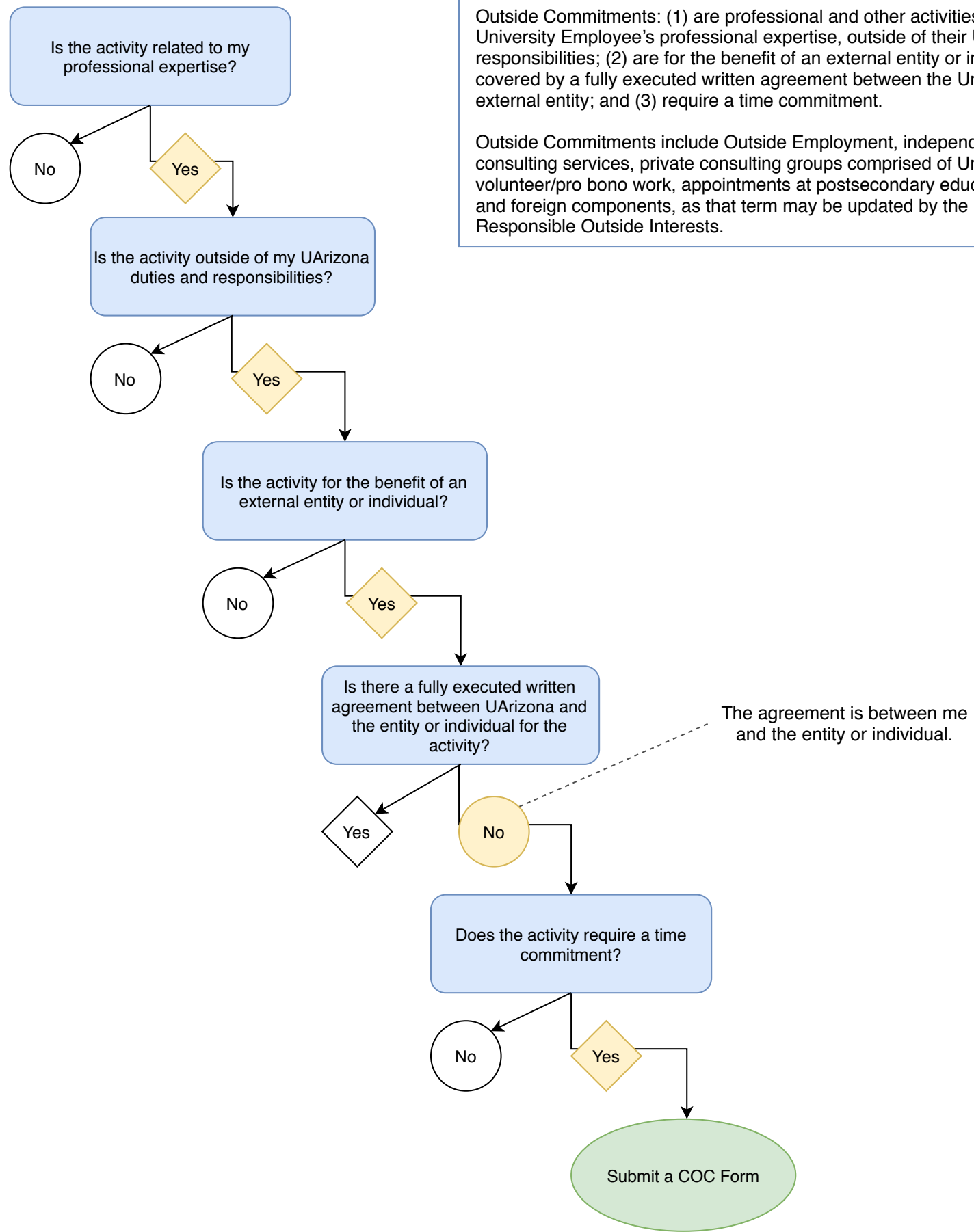# Outside Commitment Decision Tree

Outside Commitments: (1) are professional and other activities that are related to a University Employee's professional expertise, outside of their University duties and responsibilities; (2) are for the benefit of an external entity or individual and are not covered by a fully executed written agreement between the University and the external entity; and (3) require a time commitment.

Outside Commitments include Outside Employment, independent contracts for consulting services, private consulting groups comprised of University Employees, volunteer/pro bono work, appointments at postsecondary educational institutions, and foreign components, as that term may be updated by the University's Office for Responsible Outside Interests.

Is the activity related to my professional expertise?
- No
- Yes

Is the activity outside of my UArizona duties and responsibilities?
- No
- Yes

Is the activity for the benefit of an external entity or individual?
- No
- Yes

Is there a fully executed written agreement between UArizona and the entity or individual for the activity?
- Yes
- No — The agreement is between me and the entity or individual.

Does the activity require a time commitment?
- No
- Yes

Submit a COC Form