

Number: PPD - 0008  
Subject: External Employment

The Virginia Institute of Marine Science (VIMS) has a long-standing policy that prohibits outside marine-related employment within the Commonwealth of Virginia. It should be noted that VIMS is more stringent than the policies on external paid employment presented in the [William & Mary Faculty Handbook](#) and in the general specifications for Commonwealth classified and University employees. External paid employment is defined as any professional activity (for example, consulting) that is undertaken for a third party and for which the individual receives compensation.

This policy serves as an important cornerstone in VIMS' principle of scientific objectivity and non-advocacy on marine issues within the Commonwealth. Adherence to this policy avoids the possibility that VIMS could be placed in a position with several researchers in the public arena offering diverse or opposing viewpoints as paid consultants on controversial issues within our purview. Fulfillment of our mission requires that we maintain our status within Virginia as an advisor only to the Commonwealth.

Faculty and staff engaged in external paid employment, whether marine-related or in Virginia or not, must seek approval in advance from the supervisor and/or department chair, and in the case of faculty from the department chair, Dean and Director, and Provost. Review of the [procedure](#) is necessary prior to submitting an [External Paid Employment](#) form.

The form to be used for obtaining approval for university or classified employees at VIMS is at the end of the document. The need for this approval process is to assure that the external employment will not impair the individual's primary obligation to VIMS and will not subject the individual to potential accusations of conflict of interest.

Finally, although VIMS and W&M do not intend to bar individuals from providing volunteer services to non-governmental organizations (NGOs), individuals choosing to serve in volunteer positions where they might be called upon to provide professional opinion or testimony should inform the [Associate Dean of Research and Advisory Services](#) of such activity, see Policy and Procedure Document 0011. The reason for providing this information is to assure that VIMS will not, without warning, be placed in a situation where a faculty member or professional employee as part of a volunteer activity for an NGO or other agency intends to provide opinions or testimony that may be contrary to stated positions of VIMS. Faculty and staff are reminded that in such volunteer activity they must clearly state that the opinions given are theirs and do not necessarily represent any official position of VIMS or W&M. Furthermore, a person providing such formal volunteer service must do so on the individual's own time (weekend or some form of leave).

Date: July 1, 2009

Rev.: September 17, 2009

Rev.: May 7, 2010

Rev.: March 2021

**VIRGINIA INSTITUTE OF MARINE SCIENCE**

**CLASSIFIED AND UNIVERSITY EMPLOYEE OUTSIDE EMPLOYMENT APPROVAL**

I understand that authorization is required for any employment beyond my regular duties at William & Mary’s Virginia Institute of Marine Science (VIMS). Therefore, I \_\_\_\_\_ (Name), hereby request approval to undertake the task described below since this constitutes outside employment within the definition of the Personnel Act (see Department of Human Resource Management ([DHRM](#)) Policy 1.60, *Standards of Conduct*).

**DESCRIPTION OF EMPLOYMENT** (Firm, partnership or business, nature of work, duration, estimated time required, etc. Please be as specific as possible; use reverse side if necessary.)

In making this request, I certify that this additional commitment will not adversely impact my primary obligation to VIMS. I fully understand that outside employment that is substantially related to the marine environment is **not** permitted within the Commonwealth of Virginia.

Further, I certify that in my judgment this employment will constitute neither Conflict of Interest nor unfair competition with the private sector as defined by state and [institutional guidelines](#).

\_\_\_\_\_  
(Signature) (Date) Employee

In approving this form I confirm that I have reviewed the request and concur that the activity(ies) as described by the employee conform with all appropriate regulations and guidelines for outside employment. Further, I understand that it is my supervisory responsibility to monitor this activity ensuring continuing compliance with all applicable guidelines until the employee submits a written notification that this outside employment has ceased.

\_\_\_\_\_  
(Signature) (Date) Supervisor

\_\_\_\_\_  
(Signature) (Date) Director/Manager or Department Chair (Approved / Disapproved)

\_\_\_\_\_  
(Signature) (Date) Dean and Director (Approved / Disapproved)