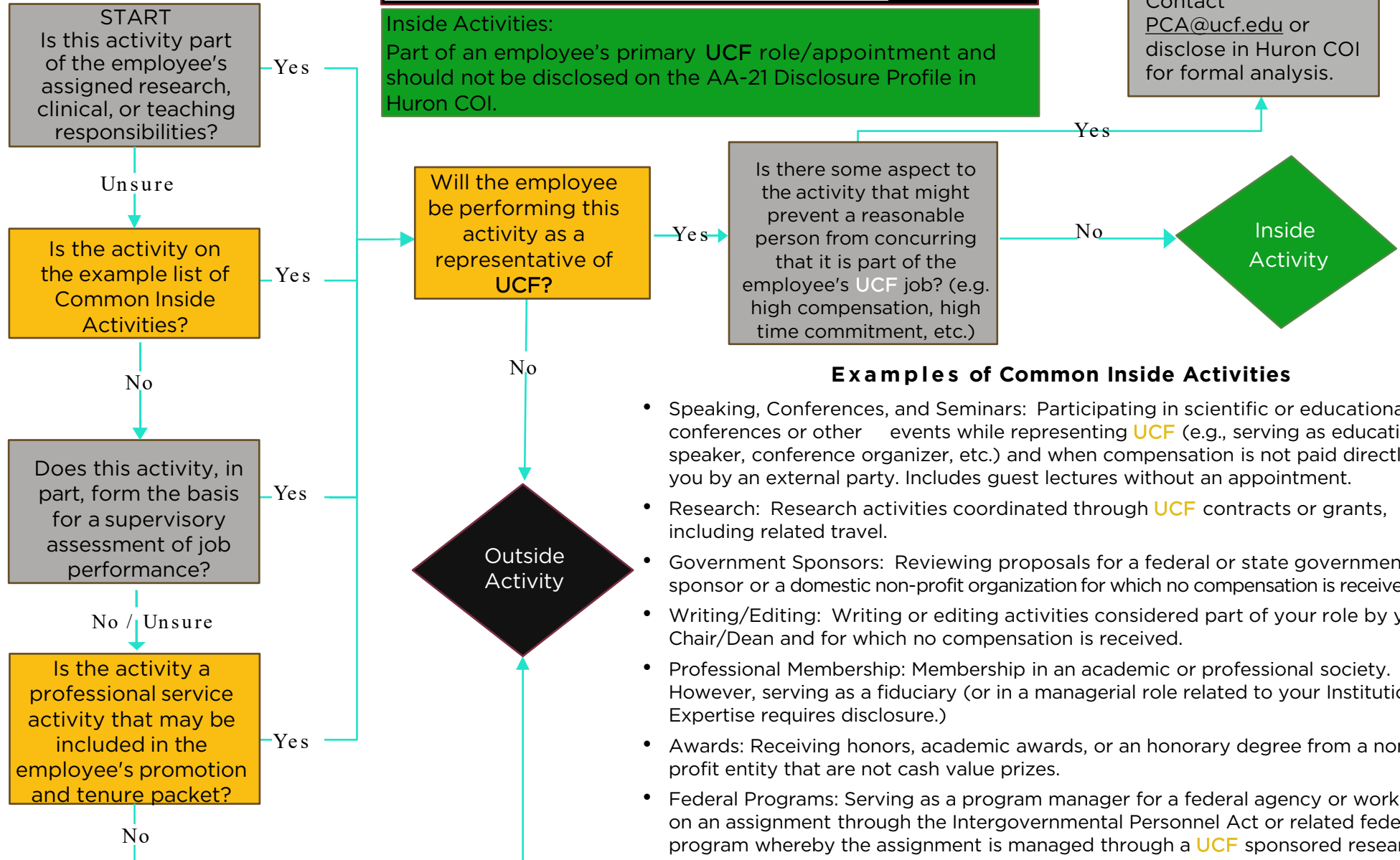# Inside Activity Decision Tree

For print use only

Reportable Outside Activities:
Must be disclosed in advance on the AA-21 Disclosure Profile in Huron COI if they fall under any of UCF's Disclosure Types in the Outside Activity, Financial Interest, and Potential Conflict Disclosure Matrix.

Inside Activities:
Part of an employee's primary UCF role/appointment and should not be disclosed on the AA-21 Disclosure Profile in Huron COI.

Contact PCA@ucf.edu or disclose in Huron COI for formal analysis.

START — Is this activity part of the employee's assigned research, clinical, or teaching responsibilities? — **Yes** →

Unsure ↓

Is the activity on the example list of Common Inside Activities? — **Yes** →

No ↓

Does this activity, in part, form the basis for a supervisory assessment of job performance? — **Yes** →

No / Unsure ↓

Is the activity a professional service activity that may be included in the employee's promotion and tenure packet? — **Yes** →

No ↓ → **Outside Activity**

Will the employee be performing this activity as a representative of UCF? — **Yes** → Is there some aspect to the activity that might prevent a reasonable person from concurring that it is part of the employee's UCF job? (e.g. high compensation, high time commitment, etc.) — **Yes** → Contact PCA@ucf.edu / **No** → **Inside Activity**

No ↓ → **Outside Activity**

Examples of Common Inside Activities

- **Speaking, Conferences, and Seminars:** Participating in scientific or educational conferences or other events while representing UCF (e.g., serving as educational speaker, conference organizer, etc.) and when compensation is not paid directly to you by an external party. Includes guest lectures without an appointment.
- **Research:** Research activities coordinated through UCF contracts or grants, including related travel.
- **Government Sponsors:** Reviewing proposals for a federal or state government sponsor or a domestic non-profit organization for which no compensation is received.
- **Writing/Editing:** Writing or editing activities considered part of your role by your Chair/Dean and for which no compensation is received.
- **Professional Membership:** Membership in an academic or professional society. However, serving as a fiduciary (or in a managerial role related to your Institutional Expertise requires disclosure.)
- **Awards:** Receiving honors, academic awards, or an honorary degree from a non-profit entity that are not cash value prizes.
- **Federal Programs:** Serving as a program manager for a federal agency or working on an assignment through the Intergovernmental Personnel Act or related federal program whereby the assignment is managed through a UCF sponsored research agreement.
- **Thesis/Dissertation:** Serving as an unpaid external member of a thesis, dissertation, or promotion committee.

10/2024