External Professional Activities for Pay (EPAPs):

Questions and Answers for Supervisors

What is an External Professional Activity for Pay (EPAP)?

“EPAPs” are paid activities that may relate to a faculty or EHRA non-faculty employee’s professional knowledge or expertise but are outside the scope of the employee’s primary university employment responsibilities (assigned teaching, scholarship, research, institutional service requirements, administrative duties, and other assigned employment duties).

An EPAP is any activity that:

1. is performed on an individual contractual basis for an entity other than a constituent or other agency or unit of the University of North Carolina.
2. is based on the professional knowledge, experience, and abilities of the faculty or other professional staff member.
3. is undertaken for compensation to the individual, beyond the payment of a nominal honorarium or reimbursement for expenses or both.

When should employees report their intent to engage in an EPAP?

Employees subject to the UNCW Conflict of Interest and Commitment policy (faculty and EHRA non-faculty positions) who wish to engage in EPAPs during their contract period must complete the Notice of Intent to Engage in External Professional Activities for Pay form not less than ten (10) calendar days before the date the proposed activity for pay is to begin.

If approved, the approval period of the “Notice of Intent” can only extend to the end of the relevant fiscal or academic year in which it was begun. If an approved activity continues in the succeeding year, a new “Notice of Intent” must be filed.

Subject employees serving on academic year (9-month) contracts are not required to submit Notices of Intent to Engage in an EPAP if the activity is wholly performed and completed outside of the contract period and does not conflict with any summer session teaching, research or other university obligations.
How do I know if I should approve an employee's EPAP?

UNC Policy states that EPAPs should generally be limited to no more than about 20% of the employee’s contracted time. Such activities are to be undertaken only if they do not:

1. Create a conflict of commitment by interfering with the obligation of the individual to carry out all primary university employment responsibilities in a timely and effective manner;
2. Create a conflict of interest vis-a-vis the individual's status as covered employee of the university;
3. Involve any inappropriate use or exploitation of university resources;
4. Make any use of the name of the University of North Carolina or any of its constituent institutions for any purpose other than professional identification; or
5. Claim, explicitly or implicitly, any university or institutional responsibility for the conduct or outcome of the External Professional Activities for Pay.

When considering a Notice of Intent to Engage in an EPAP, a supervisor should consider whether the employee has excessively cancelled classes due to similar activities, is not meeting deadlines or advising commitments, or is otherwise not available to students or other customers as expected.

Supervisors who have concerns about approving EPAP notices should discuss them with the employee.

How much time do I have to review an employee’s EPAP?

Supervisors should review EPAP requests promptly so that the subject employee knows if s/he has approval to proceed with the activity and can make necessary arrangements if approved, or file an appeal of the decision if disapproved.

Please email COI@uncw.edu or call Lee Prete at 2-7774 if you have any conflict of interest or external professional activity for pay disclosure questions.