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June 15, 2026

TO: University of Alaska Employees  
FROM: Kirsten Thompson, UA Designated Ethics Supervisor

All University employees (including regular, term, temporary, student and full and part-time faculty and staff) are responsible for complying with the Alaska Executive Branch Ethics Act (Alaska Statute 39.52, “EBEA”).

The EBEA sets standards for how we do our University jobs, and to a lesser extent, may limit our non-University activities. For example, the EBEA regulates benefitting our own personal or financial interests through official action; misuse of official position; solicitation or receipt of gifts; improper influence in university grants, contracts, leases or loans; improper representation; outside activities; and restrictions on employment after leaving the University. See the website listed below for more information.

As part of this ethical obligation, we must disclose via an [outside activity form](#) any work we perform outside of our University employment, including any self-employment, independent contracting, or consulting. All compensated outside activities are to be disclosed—including volunteer outside work—if we get reimbursed for anything connected to that volunteer work (travel, meals, etc.), or if the volunteer work might involve the same issues or people as our University duties or interfere with our University responsibilities. Employees with no outside activities are not required to submit the form.

Outside Activity is to be disclosed within 30 days of starting (or resuming) University employment. Thereafter, any additional Outside Activity is to be reported prior to beginning that non-UA outside activity (bearing in mind that if your UA supervisor finds that an adverse effect from your outside activity is possible, you may not start that outside activity unless and until your supervisor or the designated ethics supervisor gives approval). Updated outside activity forms are required as significant changes in that outside activity occurs. Outside activities will be reported **every July 1**, even if a form was previously submitted. The supervisor makes an initial determination about possible adverse effect on employment and forwards the form to the designated UAA, UAF, UAS, or SW ethics representative for review.

Aside from Outside Activities, remember that there are different forms for making other disclosures available through the [forms directory page](#). Reference materials and [FAQs on outside activity](#) are available on the GC website. You may be required to submit other more specialized disclosures if you engage in sponsored research. Please contact **your research compliance officer** for further information. Please feel free to contact your individual University ethics designees (listed [here](#)), if you have questions.