

**Washington University in St. Louis, School of Law**  
**External Professional Activities Guidance**

This guidance document is designed to assist law school faculty in disclosing outside activities required to be disclosed by the [External Professional Activities Policy](#) (EPA) in accordance with the Missouri Rules of Professional Conduct. It is not necessary nor is it the intent to require faculty to disclose casual or informal activities everyone trained in law does from time to time: moderate disputes, provide informal feedback on draft documents, help family members or friends with letters to insurers regarding the denial of benefits, etc.

1. In addition to disclosing those activities required by the EPA, a faculty member should disclose the following in their annual financial report to the university or within 30 days of a new activity:
  - a. The practice of law—whether pro bono or for a fee—unless the practice is done as part of the WashULaw employment terms and conditions, though the names of any such clients need not be disclosed. The practice of law includes any action that requires a law license to perform. Here are two examples:
    1. A lawyer must sign an amicus brief when it is filed. If the faculty member signs the brief as a lawyer with the court that action must be disclosed.
    2. Many faculty act as mediators or arbitrators. If the role requires a law license, then the activity should be disclosed. The names of the parties involved in the activity should not be disclosed.
  - b. Any service as a testifying expert, including the name of the individual or entity paying the faculty member. If the faculty member is compensated as a consulting rather than testifying expert, the activity needs to be disclosed, but the name of the person or entity need not be disclosed unless the relationship is otherwise publicly known.
  - c. Service on for profit or nonprofit boards, including the name of the organization except the name is not required if engaged as a lawyer to render legal advice to the organization. Legal advice provided to the organization by a board member/ lawyer should be reported separately as a practice of law activity (See 1(a)).
2. A faculty member should disclose any relevant financial interest that might be perceived to influence a faculty member's teaching or scholarship, such as corporate or other institutional or governmental sponsorships or funding for research, travel, etc.
3. A faculty member must obtain pre-approval from the dean before accepting a visiting, temporary or concurrent appointment at another institution where that appointment involves teaching or research. Pre-approval is also necessary when:
  - a. Obtaining concurrent employment, or as an officer/executive/manager in an organization where the position results in representing or operating on behalf of the organization in business dealings with WU.
  - b. Involving students/WU employees in a reportable activity described above.
  - c. If uncertain if pre-approval is required, discuss the proposed activity with the Designated Reviewer or COI Office.

The longstanding rules regarding time permitted to spend on consulting remain in effect. Those rules can be found in the university faculty handbook <https://facultyinformationhandbook.wustl.edu/consulting-privileges/> and state in relevant part:

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It has been Washington University practice since the 1940's that a faculty member (except Medicine) may engage in such external activities not to exceed an average of one day per week with the understanding that his/her scheduled university activities including, of course, classes, oral examinations and scheduled advising activities, take precedence in the scheduling of his/her time.