

**College of Arts and Sciences
University of South Carolina
Columbia**

POLICY: Outside Professional Activities for Faculty

DATE: April 12, 2019

I. POLICY STATEMENT

In accordance with [University Policy ACAF 1.50 Outside Professional Activities for Faculty](#), faculty of the College of Arts and Sciences (CAS) will seek prior administrative approval for outside professional activities and will report these activities annually.

This policy applies to all units within the College of Arts and Sciences. All units will also create and implement a unit-specific policy statement on outside professional activities to supplement this policy. Unit-specific policies are subordinate to the college policy and subject to the approval of the Dean.

A. Covered Areas

Areas in which either the mission of the university or the professional and ethical conduct of its faculty might be compromised may be divided into two broad categories:

1. The first regards conventional *conflicts of interest* situations in which individuals may have the opportunity to influence the University's activities in ways that could lead to inappropriate personal gain or give improper advantage to their associates.
2. The second regards *conflicts of commitment* situations in which an individual's external professional activities, often valuable in themselves, interfere with the individual's paramount obligations to students, colleagues, and the University in performance of his/her teaching, scholarship, research and/or creative activities, and service.

Outside professional activities are allowed and encouraged so long as they do not conflict with the expected performance of duties and obligations to the university.

See University Policy ACAF 1.50 Section I.A.

B. Unit Compliance

1. All CAS faculty, academic administrators and unit heads are expected to adhere to requirements and stated guidelines outlined in [University Policy ACAF 1.50 Outside Professional Activities for Faculty](#), [University Policy BTRU 1.18 Conflict of Interest](#), [University Policy HR 1.30 Outside Employment](#), and [University Policy RSCH 1.06 Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Projects](#).
2. Additionally, each CAS unit that has a separate tenure and promotion policy is required to develop and follow a unit-level policy statement on outside professional activities. This policy statement must include any appropriate discipline-specific activities which should be reported as outlined in Section I.C.2 of this policy statement (see below).

3. Each unit-level policy must be forwarded to the Dean for review and approval. Upon approval by the Dean, the policy will be forwarded for review and approval to the Office of the Provost.

C. Services Requiring Disclosure

Outside professional activities must be reported in accordance with university policy and procedures. Outside professional activities to be reported should not normally include, for example, colloquia, authoring and editing of textbooks, paintings and performances; instead, special attention should be given to compensated services, private practice or for-profit activities. Each unit should specify activities which should be reported as outlined below.

1. Compensated services

- a. Contracts with any private sector entity (individual, business or corporation), ownership of or equity holding in a business or corporation, management or board position in a business or corporation,
- b. Participation in a contract or proposal through an entity other than the University,
- c. Participation in a service or teaching contract with another college or university, and,
- d. Academic remuneration noted as fees and honoraria.

Faculty applying for or participating in governmental and private sector grants or contracts must adhere to [University Policy RSCH 1.06 Disclosure of Financial Interest and Management of Conflicts of Interests Related to Sponsored Projects.](#)

2. Discipline-Specific Activities

Any additional services or circumstances unique to the academic unit or discipline as identified in the unit policy.

3. Unpaid consulting/pro bono service

The university encourages pro bono work for reasonable time periods and without substantial allocations of university resources, as a normal and desirable activity for faculty. Reporting pro bono work allows the university to properly recognize such work which benefits the university, but which currently may not be reported formally.

See University Policy ACAF 1.50 Section I.D.

II. PROCEDURES

- A. Full-time faculty will annually report outside professional activities to their unit head using the University's central reporting system.

- B. Each CAS unit with a tenure and promotion policy will create a unit-level outside professional activities policy statement that affirms the university and college policies and specifies discipline-specific covered activities. The unit-level policy will be approved by the unit faculty and then forwarded to the Dean for review and approval.
- C. Unit heads will review individual reports submitted annually by their unit faculty and respond accordingly as required by [University Policy ACAF 1.50](#).
- D. The Dean will report annually to the Provost indicating college compliance with all related policies and noting instances deserving review and actions taken.