Subject: Outside Professional Activities
Policy Number: O50
Date: April 25, 2003
Revised: December 15 2008

POLICY:

Faculty members may conduct remunerated, professional work outside the university when the work contributes to their professional development and when it does not interfere with their research, teaching and university service obligations.

Faculty are not to use University resources to support outside consulting work.

PROCEDURE:

As University Policy, ACAF 1.50, mandates, any outside consulting work performed by faculty of the School must have the prior approval of the Director and the College Dean. These activities, which are allowed and encouraged, will be reported annually.

Outside professional activities to be reported should not normally include colloquia, textbooks, and performances, but special attention should be given to compensated services, private practice or for-profit activities.

A compliance form, which may be obtained from the Dean's office and, the following should be included for approval:

1.   Compensated services - contract 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,

    -participation in a contract or proposal through an entity other than the University,

    -participation in a service or teaching contract with another college or university, and,

    -academic remuneration noted as fees and honoraria.

Faculty applying for or participating in governmental and private sector proposals or contracts are required to fulfill additional reporting requirements stipulated by the given agency or the Office of Sponsored Programs and Research (SPAR).

2.   Additional Circumstances: In addition to the aforementioned instances, the local unit, by virtue of its discipline, etc., may have unique circumstances, as deemed by the Dean, which require faculty disclosure.

3.   Unpaid consulting/pro bono service: The University encourages pro bono work for reasonable time periods and without substantial allocation 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.

Reporting Format

1.   In conjunction with each full-time faculty member's annual review within the local unit, the faculty member being reviewed will report on outside professional activities over the previous year and known or anticipated activities for the coming year to the reviewing local unit head.

2.   The faculty member's report should be in an approved format consistent with applicable legal or professional ethical requirements, if any. Reports should include the following, as appropriate, for a given field or activity.
   - type of activity,
   - whether the activity is compensated,
   - duration/time requirements
   - whether a potential conflict of interest or commitment
     exists and, if so, an explanation,
   - whether the activity involves the use of University facilities, resources or
     personnel, including students, staff, or fellow faculty, or other commitment,
     and if whether appropriate procedures have been followed.

3.   Reports prepared by individual faculty pursuant to this policy constitute information of a personal nature and shall be treated as confidential and kept for three years in the reporting employee's local unit file.

4.   External sponsors, particularly government agencies, require additional information and certification concerning the potential for conflict of interest. The University's Office of Sponsored Award Management,SAM, in the ORHS shall prepare and submit to the Provost for approval the appropriate procedures and reporting mechanism to meet these requirements.

5.   Any material increase in outside professional activity status should be reported immediately to the Dean.

Reporting Procedures
Reporting will begin within the unit on an annual basis simultaneously with the individual's tenure and promotion, or annual performance review.