POLICY ON FACULTY OUTSIDE PROFESSIONAL ACTIVITIES

Outside professional activities can be valuable to both the faculty member and the University. For these reasons, the University encourages faculty so desiring to engage in these activities and attempts, without obligation, to arrange schedules so as to allow the equivalent of one day away from campus during the regular five-day week of the faculty member's contract period. However, it is important to emphasize that engagement in outside professional activities by a faculty member does not imply a reduction in his or her University workload.

Judgments concerning faculty performance, whether they be related to over- or under-involvement in outside professional activities, or to any other cause, are part of the usual merit evaluation system and are best handled in that manner. However, certain guidelines and absolute limitations must be stated in order to handle the few cases in which these activities may become excessive, to avoid conflicts of interest, and (perhaps most importantly) to provide faculty with guidance in these matters.

A. Time Limitations on Compensated Outside Activities

The amount of time spent on compensated outside professional activities must not exceed the equivalent of one day (e.g., two half-days) during the usual five-day week of the faculty member's contract period. Some averaging over the academic year is possible, but in any event these activities should not conflict or interfere with the faculty member's schedule of assignments and responsibilities at the University.

B. Conflicts of Interest

The main safeguards in avoiding conflicts of interest are the high ethical standards which each faculty member imposes on himself or herself. However, in certain situations judgments may differ and individuals may inadvertently place themselves in situations where potential conflicts exist. Certainly, faculty members should not engage in outside professional activities which conflict with the proper discharge of University responsibilities. Nor should a faculty member make direct use of the University's name, seal, facilities, personnel, equipment, or confidential and/or proprietary information without prior approval and/or agreement to reimburse the University.

Under certain circumstances, potential for conflict may exist, e.g., a faculty member who teaches a course (other than a short course or seminar) at another institution during his or her academic year contract period, or a faculty member who owns or operates a substantial business which engages in professional activities. In those, or other situations in which the potential for conflict exists, it is the responsibility of the faculty member to report these activities to his or her Dean and Department Chair. Should questions concerning the suitability of certain outside activities arise, it is the responsibility of the Dean and Department Chair to discuss these issues with the faculty member involved.

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1 Adopted by the Faculty Senate, June 11, 1984. Approved by the President, October 5, 1984. The preamble and sections A and C of this policy apply only to Teaching Faculty (2.1-2.4). Section B refers to all University employees. See also the detailed policy on Conflict of Commitment and Interest.
C. Nature of the Outside Professional Activities

Because there is so much variation in the types of outside professional activities, the following is intended to provide faculty with general guidance; each College or Department may have more specific guidelines.

Ideally, the professional level of those activities should be sufficiently high that it is worthy of recognition during the faculty member’s merit evaluation as well as making a significant contribution to his or her ongoing professional development. It is clear that any engagement in outside professional activities involves a personal judgment between gains and losses and the decision can be a difficult one. For example, any time which is spent on consulting might be said to detract from the time that one could spend in direct service to the University. However, the implication of abstaining from consulting could be to isolate the faculty member from developments in his or her field and, hence, in the long term, to make him or her less effective in those services provided to the University. In any event, should a faculty member have doubts concerning the advisability of undertaking certain outside professional activities, he or she is strongly encouraged to seek the advice of his or her Dean and Department Chair.

\(^2\) See also Conflict of Commitment and Interest.