

# Eberly College of Science

## AC80 Outside Business Activities & Private Consulting

Creation: December 2022; March 2023

AD-77 Updated: November 2019; October 2020; June 2021

### Purpose

The purpose of these guidelines is to provide our employees with the steps that the College expects them to take when considering outside activities. Employees who are engaged in activities outside of the University are expected to uphold their duties and responsibilities to the University as their primary obligation.

As a university, we do encourage our employees to engage in outside activities. These activities should enhance the mission of the College and University. An employee's duties and responsibilities to the University should be their priority and engaging in outside activities should not hinder their ability to perform them.

### Appointment Period

A faculty member's academic appointment period (usually either 36 weeks or 48 weeks), **including** sabbaticals, paid leave from the University and period covered by supplemental University appointments (e.g., 12-week summer appointment), constitute the appointment period.

### Teaching Activities

Courses taught at other institutions must not compete with coursework offered by the University. Teaching must fall during the summer months, not beginning until after the spring semester ends and ending before the fall semester begins and cannot exceed three months. For purposes of Policy AC80, there is no distinction between resident or online teaching. University employees are prohibited from teaching at another institution in a manner inconsistent with this policy unless approval is obtained from the Dean. AC80 states that only outside teaching during the appointment period requires prior approval; however, all outside teaching, even teaching that occurs outside the appointment period, requires disclosure prior to starting the teaching engagement. These expectations/guidelines follow [Policy AC64, Academic Freedom](#).

### Research Activities

Research that is being done at another institution, and is compensated, must fall during the summer months, not beginning until after the spring semester ends and ending before the fall semester begins, and cannot exceed three months.

### Approvals

The following activities **do not require pre-approval** by the Department Head and Dean and are related to the profession:

- Serving on peer review boards
- Reviewing manuscripts for scholarly journals
- Attending/presenting at a professional meeting
- One-day (or short-term) seminar/workshop at another institution
- Serving on a master's or doctoral committee at another institution

The following activity **needs to be reported annually in Faculty Activity Reports (FARs) which are submitted each Spring:**

- Research collaborations without the following: appointment, compensation, or formal agreements (i.e., Memorandums of Understanding)

The following activities **must be disclosed and have approval** by the Department Head and Dean:

- Teaching and/or research appointments at other institutions that include intellectual property agreements
- Any significant collaboration work that is compensated (i.e., Memorandums of Understanding)
- Teaching for credit, during the appointment period, at another institution
- Holding a professional appointment at another institution
- Chairing a Ph.D. committee at another institution
- Additional activities that require pre-approval are noted in the [policy](#).

The following activity **will not be approved:**

- Holding a tenure-line appointment or holding tenure at another institution

## Compliance

Employees must comply with all applicable University policies and regulations including, but not limited to, policies or regulations related to intellectual property, conflict of interest, private consulting, use of University's name or its resources, etc.; related to their employment when participating in outside activities.

## Additional Information

If a faculty member is listed on another institution's website, the primary affiliation must be shown as Penn State and the title at the other institution must be listed as a visiting professor/scholar, assuming approval has been given for the appointment. The affiliation must not be construed as a permanent relationship. Also, all versions of the website must state the same information as the primary site. (*English version of the website where faculty member is listed must be made available.*)

## College Procedural Steps

When an employee is considering engaging in outside professional activities, the following steps should be taken:

- 1 – Discussion should occur between the employee, their supervisor, and the department head. Topics to discuss should include time commitment, external funding, review of any agreements.
- 2 – Department Head should reach out to the Human Resource Office to discuss the opportunity. The Human Resource Office will work with the department to ensure that all aspects of the agreement follow University policy.
- 3 – After discussing with HR, the Department Head should submit a formal request to the Dean (*if applicable*).

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University policy: [AC80 Faculty Outside Professional Activities and Conflict Commitment](#)  
Other useful links: [Policy RP06 – Disclosure and Management of Significant Financial Interests](#)