

**Faculty Outside Professional Activities and Conflict of Commitment (Conflict of Commitment)-AC-80 (formerly AD-77 and HR-80)
Berks Administrative Guideline**

The AC-80 policy guides faculty who engage in activities outside the University (“Outside Professional Activities”) so they remain consistent with federal and regulations and guidelines, while also providing a basis for reporting such activities to the university. This helps to preserve primary professional duties and responsibilities to the university. This is a consolidation of policies, which will make reporting simpler.

During appointment periods, university employees are prohibited from teaching at another institution unless prior written approval is obtained from the Division Head or Associate Dean (if exceed annual limits). (Teaching outside of the appointment period requires disclosure but does not require prior approval.) Faculty requests to hold tenure or a tenure-line position at another university will not be approved. Courses (resident or online; credit or non-credit) taught at another institution must not compete with coursework offered by the University. For the purposes of this Policy, there is no distinction between resident or online teaching. The time limits defined in the policy apply to Appointment Period of the faculty member, while all other aspects of the policy apply regardless of Appointment Period.

Given the nature of these activities, and the limited likelihood that they will result in a conflict of commitment, the following activities do not require pre-approval nor necessitate disclosure :

- Giving a presentation at another institution.
- Serving on a doctoral or master’s committee at another institution, when any compensation is only for travel expenses and perhaps a small honorarium (\$1,000 or less) (not chairing the committee).
- Any teaching that is not in the general area of expertise of your appointment at Penn State.

If there are any questions on whether a disclosure is needed, you should contact your division head, or simply disclose it.

Other activities may require more time, create the possibility for competition with Penn State offerings, or involve intellectual property ownership, increasing the possibility for a conflict of commitment. Given an increased possibility of a conflict of commitment, activities of the following types require pre-approval by the Budget Administrator and Budget Executive:

- Teaching/research appointments (even short) that include intellectual property agreements.
- Teaching full classes, credit or non-credit, at another institution of higher education.
- Chairing Ph.D. committees at another institution of higher education.
- Holding an honorary chair at another institution.
- Running a lab at another institution of higher education.

Those listed above are not the only ones that might necessitate pre-approval, so check on the policy and/or with your Division Head and Associate Dean in advance to determine need of obtaining pre-approval.

Drawn in part from IST and Smeal Policies

Policy [AC 80 Faculty Outside Professional Activities and Conflict of Commitment \(Formerly HR-80\)](#)

Policy [HR 64 Academic Freedom](#)