

PENN STATE GREAT VALLEY ADMINISTRATIVE PROCEDURE

Penn State Great Valley’s Guidelines for the Implementation of AC80 (Faculty Outside Professional Activities and Conflict of Commitment (Formerly HR80))

Purpose:

To set forth guidelines related to approvals required for full-time faculty members to engage in outside professional activities.

AC80 outlines policies and principles related to business activities and teaching undertaken outside Penn State University by University faculty members. These policies specifically address situations in which faculty members outside activities have the potential to create a conflict of commitment. A conflict of commitment arises when the outside activities have the potential to adversely affect faculty members’ abilities to fulfill their responsibilities to the University.

Penn State Great Valley’ guidelines for outside consulting and business activities follow those described in AC80.

Definitions:

AC80

According to AC80, “Outside professional activities are defined as entrepreneurial or professional services, paid or unpaid, that are in the **general area of expertise** for which the faculty member is employed by the University but are beyond the scope of the individual’s University employment responsibilities.” They include, but are not limited to, private consulting and teaching for an entity other than the University (University [Policy RP06, Disclosure and Management of Significant Financial Interests](#) and [Policy HR91, Conflict of Interest](#)). Outside teaching activity is “a type of Outside Professional Activity that includes all semester-length or equivalent teaching engagements, both within and outside of a faculty member's general area of expertise, at a post-secondary institution of higher education other than The Pennsylvania State University.”

AC80 primarily addresses teaching, consulting, and business activities during a faculty member’s appointment period. “A faculty member’s academic appointment period (usually either 36 weeks or 48 weeks), including sabbaticals, paid leave from the University, and periods covered by supplemental University appointments, (e.g., 12-week summer appointment), constitute the Appointment Period.” AC80 provides lists of activities not subject to AC80, activities that do not require approval by the faculty member’s Chancellor, Dean, and Chief Academic Officer but do require disclosure in a university electronic compliance system, and activities that require prior approval by the faculty member’s Chancellor, Dean, and Chief Academic Officer. Penn State Great Valley’s faculty members should follow AC80 for guidance related to these activities.

According to AC80, “Faculty members’ primary professional duties and responsibilities are to the University, and such primary obligations require that employees be available and accessible to fulfill the requirements of their appointment. This Policy is not intended to discourage Outside Professional Activities but aspires to ensure that all such activities do not conflict or materially interfere with any faculty member’s appointment with the University, with reference to the University’s mission.”

Penn State Great Valley Guidelines

- Penn State Great Valley has no unit guidelines for outside professional activities beyond those described in AC80 except those below for teaching.
- Holding a tenure-line appointment or holding tenure at another institution will not be approved under any circumstances.
- In general, full-time faculty members should bring **all** teaching activities for other institutions to the attention of their Chancellor, Dean, and Chief Academic Officer.
- Teaching for pay at other Penn State Campuses or for World Campus during the appointment period requires approval from the Chancellor, Dean, and Chief Academic Officer.
- Examples of teaching activities that do or do not require approval from the Chancellor, Dean, and Chief Academic Officer are given below. For cases not specified below, the faculty member should seek advice from their Chancellor, Dean, and Chief Academic Officer.

Examples

Teaching activity that does not require prior approval by the Chancellor, Dean, and Chief Academic Officer:

- Credit and non-credit courses offered through Community and Workforce Programs (Continuing Education) when the course is part of the faculty member's semester load
- Lectures, seminars, or workshops of a limited nature presented at professional conferences or other institutions (e.g., guest lecturing at another educational or non- educational institution, presenting a seminar to a local civic organization)
- Teaching without pay during outreach activities (e.g., a lecture or workshop at a local elementary or high school, teaching as a guest during grand rounds at a local hospital)
- Serving on a master's or doctoral committee at another institution
- Teaching non-university groups brought on campus for education or training
- Teaching at other institutions outside the appointment period. Note: Approval for teaching credit courses at other institutions outside the appointment period is not required, but annual disclosure is required (per AC80)

Teaching activity that requires approval by the Chancellor, Dean, and Chief Academic Officer require a sixty-day notice and include the following:

- Teaching that requires supplemental pay from Penn State including:
 - Great Valley Continuing Education courses during appointment period and during summer (limited to four days/month during the appointment period)
 - Non-Penn State Great Valley World Campus courses that are not part of a faculty member's regular load
 - Great Valley residential or Penn State Great Valley World Campus courses that are not part of a faculty member's regular load (e.g., overload)
- Research or teaching that involves intellectual property agreements
- Teaching credit or non-credit courses for pay at another educational institution during the faculty member's appointment period

- Chairing a Ph.D. committee at another institution

Teaching activity that will not be approved except under special circumstances and that requires permission from the Chancellor, Dean, and Chief Academic Officer:

- Teaching a course for another educational institution that directly competes with a Penn State course during the faculty member's appointment period.

CROSS REFERENCES:

AC64 - Academic Freedom

AC80 – Faculty Outside Professional Activities and Conflict of Commitment (Formerly HR80)

AD07 - Use of University Name, Symbols and/or Graphic Devices

AD47 - General Standards of Professional Ethics

FN14 - Use of University Tangible Assets, Equipment, Supplies and Service
HR35 - Public Service by Members of the Faculty and Staff

HR42 - Payment of Personal Compensation by a State Agency or Department of the Commonwealth.

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HR91 - Conflict of Interest

IP06 - Technology Transfer & Entrepreneurial Activity (Faculty Research)

RP06 - Disclosure and Management of Significant Financial Interests (Formerly RA20, Individual Conflict of Interest)