

## University College Guidelines for AC80 Policy

The AC80 policy addresses conflict of commitment in the professional activities of faculty. Most of the policy integrates existing policy on outside activities (consulting, conflict of interest), outside teaching, and the use of university resources.

Penn State faculty teach in many external settings that are appropriate and beneficial to them and to Penn State. Prior approval for, and annual disclosure of, outside professional activities and teaching may be required in many instances (see AC80). In some instances, however, prior approval is not required. To avoid having to check with the administration on every possible external teaching activity the University College has established the following guidelines to help you decide when you need to seek prior approval.

As with the AC80 policy itself, these policy guidelines address external/outside professional commitments, and not internal PSU commitments or duties (including internal overload schedules, which go through a different process).

***The following activities do not require pre-approval by the campus academic leadership, but may require annual disclosure (as specified by AC80):***

- Conducting short course offerings that are not for academic credit, including professional education courses for licensing, etc. (provided such is consistent with AC80).
- Outside teaching and appointments outside of the appointment period.
- Teaching by part time faculty (but campus academic leadership should be aware of other teaching commitments).

***Professional activities and teaching of the following types require pre-approval by the campus academic leadership (preapproval should be obtained by the time that semester teaching assignments are made):***

- Teaching for-credit and/or semester-length courses at another institution of higher education during the appointment period (may be permitted, particularly as part of an approved sabbatical). In general, the faculty member including those with course releases due to other university related responsibilities may teach a maximum of one 3-credit course (or equivalent) overload per semester (on campus or elsewhere such as UP, WC or any other non-Penn State locations), to extent compliant with AC80.
- Chairing Ph.D. or other graduate committees at another institution of higher education
- Participation in Launchbox-related activities that are not part of regular Penn State duties and/or are paid for by an external source.
- Exceeding the Monthly or Annual time limits defined by AC80 during the Appointment Period.
- Involving undergraduate or graduate students, or University staff, in Outside Professional Activities.
- Starting a company, as defined by AC80.
- Outside Professional Activities that involve the conveyance of intellectual property rights to another entity.
- Compensated (money or In-Kind) research from all foreign and domestic entities that is not subject to approval by the Office for Sponsored Programs.
- Research at other entities for which there is a required time commitment or an agreement/contract between the faculty member and the other entity.
- Holding a foreign or domestic position or professional appointment, including honorary, adjunct, and visiting positions or appointments, at another university (this includes titled academic, professional, or institutional appointments whether full-time, part-time, or voluntary) whether or not remuneration is received, other than those solely for the purpose of teaching a course outside of the Appointment Period.

- Lab chairing or running or having fiduciary responsibility for a research endeavor at another entity (e.g., a lab, institute, program).
- Participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs.
- Becoming an employee of or assuming an executive or management position for a third party entity (e.g., as President, Chief Scientific Officer, etc.) including serving on advisory board positions that have fiduciary responsibilities on behalf of the third-party entity.

Note: In instances where pre-approval is not given, faculty members may ask for further review by the campus chancellor or office of the Vice President of the Commonwealth Campuses.

***The following academic activities will not be approved:***

- Tenure at another institution of higher education.
- Full time or tenure-line position at another educational institution (in the case of full-time Penn State faculty).

Note: All approvals must comply with the Extra Compensation Policy ([RA64—Personnel Costs and Supplementary Compensation](#)).

See Also

AC80 Outside Business Activities and Private Consulting  
<https://policy.psu.edu/policies/ac80>

RP06 Disclosure and Management of Significant Financial Interests  
<https://policy.psu.edu/policies/rp06>

IP03 Courseware  
<https://policy.psu.edu/policies/ip03>

[RA64—Personnel Costs and Supplementary Compensation](#)  
<https://policy.psu.edu/policies/ra64>