



Eastern Kentucky University Policy and Regulation Library

4.7.7

Volume 4, Academic Affairs
Chapter 7, Faculty Rights and Responsibilities
Section 7, Outside Activities

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Provost, Colleges,
Departments

Effective: November 1986

Last Revised: November 1986

Issued: October 15, 1966

Next Review Date:

Outside Activities

Policy Statement

Full-time members of the University faculty are expected to devote their major energies to their contracted responsibilities. However, it is recognized that certain forms of outside activity contribute to the professional development of the individual and reflect credit upon the University. Whether such activities are performed with or without remuneration, there should be no interference with the fundamental responsibility of faculty to meet their regularly assigned duties and obligations. University faculty are obligated by professional ethics to keep their various activities in reasonable balance and to make a careful determination of priorities.

Specific Interpretations Governing Professional Outside Activities of Faculty

1. *Time Limitation.* Full-time faculty of the University may carry out professional activities outside the University with or without pay up to the equivalent of one work day a week, averaged throughout the number of weeks of their employment in a given year, Saturdays and Sundays excluded. When faculty members are not under contract with the University and during official vacation and holiday periods, they may engage in outside activities without time restrictions.
2. *Division of Sponsored Programs and/or Continuing Education and Outreach.* Faculty who are employed full-time are limited to 4 days per month or 36 days during the academic year (August 15 - May 15) on outside funded projects through Division of Sponsored Programs and/or Continuing Education and Outreach. Requests for outside employment forms are to be filed for each activity since outside funding is involved. If faculty need to exceed 36 days during the academic year, then release time should be provided for in the project budget.

Faculty who do not teach during the summer term may be employed on projects through Division of Sponsored Programs and/or Continuing Education and Outreach in keeping with University policies and approved internal budgets. Compensation may not exceed

one-ninth of the prior academic year salary for anyone month during the period May 16 - August 14. Requests for outside employment forms are to be filed in advance for each activity.

Faculty employed full-time during the summer term are limited to one day per week. Faculty employed less than full-time in the intersession or summer term may be approved for additional days on a pro rata basis. Requests for outside employment forms are to be filed in advance for each activity in the intersession and summer term.

3. *Approval Procedure.* Each outside activity, with or without pay, should be thoroughly discussed with the chair of the department before it is accepted. A clear, written statement of the nature of each activity and the amount of time it will likely require, including time away from the institution, should be submitted to the department chair and written approval obtained. This makes it clear that the faculty member has discussed the nature of each outside activity with the department chair and a mutual understanding has been reached. In order that the University may be cognizant of outside activities of faculty, the department chair will then submit the recommendation to the college dean, the Provost and Vice President for Academic Affairs, and the President for their consideration. Appropriate forms can be obtained from the office of the department chair.
4. *Appeal Procedure.* Any faculty member who has reason to believe that a request for approval of an outside activity which falls within these general guidelines has been denied has the right to make an appeal through procedures that now exist or may be established.
5. *Use of University Resources.* At the time of approval of the activity, appropriate arrangements for the use of and/or reimbursement for University resources shall be made and shown as a matter of record on the approval form.
6. *Use of University Name.* The University's name shall not be used in connection with any outside activity unless contracted through or otherwise approved by the University.
7. *Outside Teaching.* Teaching at other institutions is governed by the principle that outside activities should not encroach upon the faculty member's primary responsibilities to this University, and the approval procedure outlined in 3. above should be followed. Shared instructional service may be negotiated by the faculty member and appropriate administrative officers of the two institutions. In all cases, accreditation standards must be respected.
8. *Legal Responsibility.* The University cannot accept legal responsibility for privately initiated activities.
9. *Conflict of Interest.* Every precaution should be taken to avoid any possible conflict of interest or the appearance of a conflict of interest. See the AAUP/ACE conflict of interest

statement (AAUP Policy Documents and Reports [Washington, D.C., 1984] pp. 158-60) for more thorough guidance regarding conflicts of interest.

10. *Implementation and Monitoring of the Policy.* Primary responsibility for compliance with the provisions of this policy rests with the individual faculty member. Faculty members are required to include a description of the professionally related outside activities as part of their annual merit report. This description should be in sufficient detail to meet accreditation standards.

Entities Affected

- Colleges
- Departments
- Faculty

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Policy Adoption Review and Approval

Criteria for Initial Appointments

Revised Policy

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
Unknown	Unknown	Update of policy
November 1986	President Hanley Funderburk	Approved
December 6, 1982	Faculty Senate	Approved

Policy Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
October 15, 1966	Board of Regents	Adopted
September 29, 1966	Council of Instruction	Approved