These guidelines represent the College of Agricultural Sciences (CAS) implementation of university policy AD-77. The purpose of AD-77 is to set forth policies and principles that permit University employees to engage in activities outside the University while preserving their primary professional duties and responsibilities to the University (https://policy.psu.edu/policies/ad77). According to AD-77, Each College/Unit must promulgate its own set of Guidelines for the implementation of AD77.

These guidelines identify a representative set of teaching activities that do, and do not, require approval from the Budget Administrator and Budget Executive.

University employees are prohibited from teaching at another institution unless prior written approval is obtained from the Budget Administrator and Budget Executive. Courses (resident or online) 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. Per AD-77, this policy “applies throughout the calendar year, irrespective of the actual appointment period and subject to the discretion of the university.”

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 by the Budget Administrator or Budget Executive.

- Giving a seminar or short course 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).
- Any teaching that is not for academic credit, including professional education courses for licensing, etc.

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 for credit at another institution of higher education. (approval required per AC80)
- Chairing a Ph.D. committee at another institution
- Holding an honorary chair at another institution.

The following academic activities will not be approved:

- Tenure at another institution of higher education.