Purpose: To consolidate guidance found in the following policies and SOP:

- AD77 – Engaging in Outside Professional Activities
- AC80 – Outside Business Activities and Private Consulting
- Penn State College of Medicine (COM) Standards of Practice Regarding Conflicts of Interest
- Milton S. Hershey Medical Center (HMC) Industry Relations Policy

The criteria outlined in the policies and SOP listed above will be utilized to review faculty activities and approval will be considered on a case by case basis.

Applicability:

- All Penn State-employed faculty (36- or 48-week appointment), including PSU HMC faculty and Penn State Health physicians involved in research, must adhere to the policies and SOP listed above. This does not include volunteer/adjunct faculty (clinical assistant, associate, or full professors).

The Following Activities do not Require Pre-approval by the Department Chair or Dean, but may Require Annual Disclosure:

- Giving a seminar or short course at another institution (<1 week)
- Serving on a Doctoral or Master's committee at a U.S. institution, when any compensation is only for travel expenses and a small honorarium (<$1,000)
- Any teaching that is not for academic credit, including professional education courses for licensing
- Any teaching that is not in the general area of expertise of Penn State appointment
- Presentations at professional meetings and other similar gatherings
- Peer review of articles and grant proposals
- Leadership positions in professional societies
- Preparation of scholarly publications
- Editorial services for educational or professional organizations
- Service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- Service with accreditation agencies (e.g., AAALAC, AAHRPP, etc.)
- Conducting workshops for professional societies
- Expert witness testimony

The Following Activities Require Written Prior Approval by the Department Chair (or Dean, if faculty member is a Department Chair or Institute Director):

- Teaching/research appointments at another institution (e.g., visiting professorship > one week)
- Teaching for credit at another institution of higher education.
- Chairing Ph.D. committees at another institution of higher education.
- Holding an honorary chair at another institution.
- Starting a company or assuming an executive/management position for a third party entity.
- Involving undergraduate or graduate students, or University staff, in Outside Business Activities (as defined in AC80).
➢ Any other private consulting activities not included as “Activities that Do Not Require Pre-approval by the Department Chair or Dean” (above)
➢ Global health trips for clinical purposes
➢ Research or teaching that involves intellectual property agreements

The Following Activities are Prohibited without Written Prior Approval by the Department Chair and Dean:
➢ Exceeding the monthly or annual time limits for outside business activities
➢ All teaching or research engagements, appointments, or affiliations with foreign institutions

The Following Activities are Prohibited:
➢ Tenure at another institution of higher education.
➢ Maintaining responsibility for a laboratory or research program at another institution of higher institution of education (domestic or international).
➢ Private consulting involving presentations that are either not the work of the speaker or marketing/promotional in nature.

Approval for activities will be collected via FORM found on WEBSITE (To be completed).

RELEVANT POLICIES AND DESCRIPTIONS:

AD77 Engaging in Outside Professional Activities (Conflict of Commitment) https://policy.psu.edu/policies/ad77
This policy addresses conflict of commitment in the professional activities of faculty. Outside activities shall not adversely affect the University’s interests or mission, or require a significant commitment of an excessive amount of time, that interferes with an employee’s primary University responsibilities, or competes with coursework or services provided by the University.

AC80 Outside Business Activities and Private Consulting (Formerly HR80) https://policy.psu.edu/policies/ac80
This policy defines Outside Business Activities 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.

These standards incorporate the requirements of Penn State University policies regarding Conflict of Interest, (including RP06) for implementation at the College of Medicine.

Milton S. Hershey Medical Center (HMC) Industry Relations Policy https://pennstatehealth.ellucid.com/documents/view/808
This policy establishes guidelines for interactions with Industry representatives. This policy is intended to cover interactions that involve marketing of products or services, on-site training, and/or education. It applies to all health care professionals, including faculty, staff, administration, residents, students and trainees at HMC.