Engaging in Outside Professional Activities -- AD77 GUIDELINES

College of Nursing

The AD77 policy addresses conflict of commitment in the professional activities of faculty.

“University employees are prohibited from teaching at another institution in a manner inconsistent with their College’s Guidelines for the Implementation of AD77 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 purposes of this Policy, there is no distinction between resident or online teaching.”

“The University reserves the right to determine whether outside activities adversely affect the University mission. This provision applies throughout the calendar year, irrespective of the actual appointment period and subject to the discretion of the University.”

“Each College/Unit must promulgate its own set of Guidelines for the implementation of AD77.”

(Italicized text is quoted from AD77.)

AD77 requires colleges to note activities that need no prior permission and those that do.

In this guideline the term teaching applies to resident, online, and mixed delivery methods. The term institution includes domestic, international, accredited, non-accredited, for profit and non-profit institutions.

No prior permission: 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 supervising Associate Dean or Dean:

- Giving a one or two day only seminar or workshop at another institution;
- Serving on a single doctoral or master’s committee at another institution when compensation is for travel expenses and / or an honorarium of $1,000 or less;
- Peer review of articles;
- Peer review of grant proposals;
- Presentations at professional meetings or other similar gatherings;
- Leadership positions in professional societies;
- Preparation of scholarly publications;
- Unpaid (i.e. neither cash nor in-kind compensation) scholarly collaboration at another institution of higher education (Note: for faculty receiving federal funding, be sure to comply with policy RA20, Proposal Submission);
- Editorial services for educational or professional organizations;
- Service on advisory committees or evaluation panels for governmental funding agencies, nonprofit foundations, or educational organizations;
• Service with accreditation agencies

**Activities requiring pre-approval (before a contract is signed or specific arrangements are made):** 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. Some situational factors that may be considered in determining approval include but are not limited to an approved sabbatical plan, status such as being on leave of absence with no pay, appointment period and appointment type e.g. tenure line or non-tenure line. Given an increased possibility of a conflict of commitment, activities of the following types require pre-approval by the faculty member’s supervising Associate Dean and Dean:

• Teaching for credit at another institution.
• Conducting research that includes an intellectual property agreement with another institution.
• Chairing Ph.D. committees at another institution.
• Holding a professional appointment at another institution.

**Activities not approved:**

• Tenure at another institution of higher education
• Teaching for another institution that competes with coursework offered by the University.

*Parts of this policy are drawn from IST and Liberal Arts policies*

Policy AD77 Engaging in Outside Professional Activities (Conflict of Commitment)  
[https://policy.psu.edu/policies/ad77](https://policy.psu.edu/policies/ad77)

Policy AC64 Academic Freedom  
[https://policy.psu.edu/policies/ac64](https://policy.psu.edu/policies/ac64)

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