Engaging in Outside Professional Activities -- AD77 GUIDELINES

College of the Liberal Arts

The AD77 policy addresses conflict of commitment in the professional activities of faculty. While much of the policy restates and integrates existing policy on conflicts of interest and consulting, there is a new prohibition:

*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 asks colleges to note activities that need no prior permission and those that do.

**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 department head and dean:

- Giving a one day only seminar or workshop 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).

**Activities requiring pre-approval (before 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. Given an increased possibility of a conflict of commitment, activities of the following types require pre-approval by the head and dean:

- Teaching or research appointments (even short) that include intellectual property agreements;
- Teaching for credit during the academic year at another institution, domestic or international (likely to not be approved unless the faculty member is on unpaid leave or it is part of an approved sabbatical plan);
- Tenure line faculty teaching a summer credit course at another institution;
• Summer teaching by teaching faculty (likely to be approved if it doesn’t interfere with teaching obligations at Penn State);
• Teaching by FT-2 faculty (likely to be approved if it doesn’t interfere with teaching obligations at Penn State);
• Chairing Ph.D. committees at another institution, domestic or international;
• Holding a professional appointment at another institution, domestic or international;
• More than one-day workshops and short courses.

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

• Tenure at another institution of higher education (except of course for a faculty member who holds a visiting rank here).

Parts of this policy are drawn from IST and Smeal policies

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

Policy AC64 Academic Freedom
https://policy.psu.edu/policies/ac64

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