Penn State Abington Guidelines

Engaging in Outside Professional Activities AD77 (Conflict of Commitment)

The AD77 policy addresses conflict of commitment in the professional activities of faculty. Most of the policy integrates existing policy on external activities (i.e., consulting, conflict of interest, etc.) and the use of University resources. There is a new element however:

- 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.

At the Abington College, the Budget Executive is the Chancellor and Dean and Budget Administrators are the Associate Dean for Academic Affairs and Division Heads.

General Guidelines

- In general, full-time faculty members should bring all teaching activities for other institutions to the attention of their Division Head and Associate Dean for Academic Affairs.
- Teaching at other institutions or for World Campus during the appointment period requires approval from the Chancellor and Dean, Associate Dean for Academic Affairs, and Division Head.
- Examples of teaching activities that do or do not require approval from the Chancellor and Dean, Associate Dean for Academic Affairs, or Division Head are given below. For cases not specified below, the faculty member should seek advice from their Division Head.

Specific Examples

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 Chancellor and Dean, Associate Dean for Academic Affairs, and Division Head:

- 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.
- Any teaching that is not in the general area of expertise of your appointment at
• Teaching by our FT-2 faculty, although Division Heads should be aware of other teaching commitments.

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 Chancellor and Dean, Associate Dean for Academic Affairs, and Division Head:

• Teaching non-Abington World Campus courses that are not part of a faculty member’s regular load.
• Teaching Abington residential or Abington World Campus courses that are not part of a faculty member’s regular load (e.g., overload).
• Teaching/research appointments (even short) that include intellectual property agreements.
• Teaching for credit at another institution of higher education.
• Chairing doctoral (Ph.D. and Ed.D.) and other graduate committees at another institution, domestic or international.
• Holding a professional appointment (e.g., honorary chair) at another institution, domestic or international.
• Running a lab at another institution of higher education.
• Teaching workshops and other short courses that are longer than one day.

The following academic activities will not be approved:

• Tenure at another institution of higher education.
• Teaching for online for-profit institutions.