Penn State Altoona

AD77 Engaging in Outside Professional Activities (Conflict of Commitment)

Altoona College Administrative Guidelines

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 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 AD77, this policy "applies throughout the calendar year, irrespective of the actual appointment period and subject to the discretion of the University."

At the Altoona 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 for pay 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 (i.e., one day) 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 Penn State.
- 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-Altoona World Campus courses that are not part of a faculty member’s regular load.
- Teaching Altoona residential or Altoona 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 during the appointment period (approval required per AC80).
- Chairing doctoral (Ph.D. and Ed.D.) and other graduate committees at another institution, domestic or international (unless your college or campus can demonstrate a compelling reason as to why this does not make sense for your unit).
- 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.

CROSS REFERENCES:

AC64 Academic Freedom
AC47 General Standards of Professional Ethics
AC80 Private Consulting Practice
AD07 Use of University Name, Symbols and/or Graphic Devices
AD77 Engaging in Outside Professional Activities (Conflict of Commitment)
FN14 Use of University Tangible Assets, Equipment, Supplies and Service
HR35 Public Service by Members of the Faculty and Staff
HR42 Payment of Personal Compensation by a State Agency or Department of the Commonwealth.
HR91 Conflict of Interest
IP06 Technology Transfer & Entrepreneurial Activity (Faculty Research)
RP06 Disclosure and Management of Significant Financial Interests (Formerly RA20, Individual Conflict of Interest)

Drawn in part from IST, Smeal, Liberal Arts, Berks, Behrend, Capital and Abington Policies
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