BEHRENDOLE COLLEGE ADMINISTRATIVE PROCEDURE

BCF20 – Behrend Guidelines for the Implementation of AD77 (Faculty Teaching Courses at Other Institutions and World Campus)

AD77 (Engaging in Outside Professional Activities [Conflict of Commitment])

AC80 (Outside Business Activities and Private Consulting)

Purpose:

To set forth guidelines related to approvals required for full-time faculty members to engage in outside professional activities.

AD77 and AC80 outline policies and principles related to business activities and teaching undertaken outside Penn State University by University faculty members. These policies specifically address situations in which faculty members’ outside activities have the potential to create a conflict of commitment. A conflict of commitment arises when the outside activities have the potential to adversely affect faculty members’ abilities to fulfill their responsibilities to the University. Behrend’s guidelines for consulting and business activities follow those described in AC80 and can be found in BCF4 (Faculty Consulting). However, Behrend’s guidelines for teaching are distributed throughout several documents. This guideline, BCF20, gathers the information in AD77, BCWP1 (Full-Time Faculty Involvement in Community and Workforce Programs), and BCWP4 (Full-Time Faculty Member Supplemental Compensation for Instruction) together in one place.

Definitions:

AC80

According to AC80, “Outside business activities are defined 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.” They include, but are not limited to, private consulting and teaching for an entity other than the University (University Policy RP06, Disclosure and Management of Significant Financial Interests and Policy HR91, Conflict of Interest).

AC80 primarily addresses consulting and business activities during a faculty member’s appointment period. “A faculty member’s academic appointment period (usually either 36 weeks or 48 weeks), including periods covered by supplemental University appointments, e.g., twelve week summer appointment, constitute the Appointment Period.” AC80 provides lists of activities not subject to AC80, activities that do not require approval by the faculty member’s School Director and Associate Dean of Academic Affairs but do require disclosure in a University electronic compliance system, and activities that require prior approval by the faculty member’s School Director and Associate Dean of Academic Affairs. Behrend faculty members should follow AC80 for guidance related to these activities.

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AD77

According to AD77, “Employees’ primary professional duties and responsibilities are to the University, and such primary obligations require that employees be available and accessible to fulfill the obligations of their appointment. 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.” AD77 specifies that “Each College/Unit must promulgate its own set of Guidelines for the Implementation of AD77. These guidelines should, at a minimum, identify a representative set of teaching activities that do, and do not, require approval from the Budget Administrator and Budget Executive.” At Behrend, the Budget Executive is the Chancellor, and Budget Administrators are the Associate Deans and School Directors.

AD77 states, “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.”

Behrend guidelines

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

Examples

Teaching activity that does not require prior approval by the School Director or Associate Dean of Academic Affairs:

- Credit and non-credit courses offered through Community and Workforce Programs (Continuing Education) when the course is part of the faculty member’s semester load
- Lectures, seminars, or workshops of a limited nature presented at professional conferences or other institutions (e.g., guest lecturing at another educational or non-educational institution, presenting a seminar to a local civic organization)
- Teaching without pay during outreach activities (e.g., a lecture or workshop at a local elementary or high school, teaching as a guest during grand rounds at a local hospital)
- Serving on a master’s or doctoral committee at another institution
- Teaching non-university groups brought on campus for education or training

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• Teaching at other institutions outside the appointment period. Note: Approval for teaching credit courses at other institutions outside the appointment period is not required, but annual disclosure is required (per AC80)

Teaching activity that requires approval by the School Director and Associate Dean of Academic Affairs:
• Teaching that requires supplemental pay from Penn State including
  o Continuing Education courses during appointment period and during summer (limited to 4 days/month during the appointment period)
  o Non- Behrend World Campus courses that are not part of a faculty member’s regular load
  o Behrend residential or Behrend World Campus courses that are not part of a faculty member’s regular load (e.g., overload)
• Research or teaching that involves intellectual property agreements
• Teaching credit or non-credit courses for pay at another educational institution during the faculty member’s appointment period
• Chairing a Ph.D. committee at another institution

Teaching activity that will not be approved except under special circumstances and that requires permission from the Chancellor:
• Teaching a course for another educational institution that directly competes with a Penn State course during the faculty member’s appointment period
• Tenure at another institution

A link to the approval form required by AC80 is provided here.

CROSS REFERENCES:
AC64 - Academic Freedom
AC80 – Private Consulting Practice
AD07 - Use of University Name, Symbols and/or Graphic Devices
AD47 - General Standards of Professional Ethics
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)

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RP06 - Disclosure and Management of Significant Financial Interests (Formerly RA20, Individual Conflict of Interest)