Engaging in Outside Professional Activities (Conflict of Commitment) - AD77
Penn State Berks Administrative Guidelines

The AD-77 policy addresses conflict of commitment in the professional activities of faculty. Most of the policy integrates existing policy on external activities (consulting, conflict of interest) 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 AD-77, this policy "applies throughout the calendar year, irrespective of the actual appointment period and subject to the discretion of the University."

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 Budget Administrator and Budget Executive:

- 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 Penn State.
- Teaching by our FT-2 faculty.

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 Budget Administrator and Budget Executive:

- Teaching/research appointments (even short) that include intellectual property agreements.
- Teaching for credit at another institution of higher education.
- Chairing Ph.D. committees at another institution of higher education.
- Holding an honorary chair at another institution.
- Running a lab at another institution of higher institution of education.

The following academic activities will not be approved:

- Tenure at another institution of higher education.

Drawn in part from IST and Smeal Policies

Policy AD 77 Engaging in Outside Professional Activities (Conflict of Commitment)
Policy HR 64 Academic Freedom