Penn State Policy AD77, *Engaging in Outside Professional Activities (Conflict of Commitment)*, sets out the principles that permit University employees to engage in activities outside the University while preserving their primary professional duties and responsibilities to the University. AD77 also requires each College/Unit to promulgate its own set of guidelines for the implementation of AD77. The guidelines, should, as a minimum, identify a representative set of teaching activities that do, and do not, require approval from the Budget Administrator and Budget Executive, herein taken to mean Chancellor. The guidelines outlined in this document are established to comply with that directive of AD77. These guidelines in no way supersede AD77, nor do they relieve the employee of their responsibility for compliance with any other Penn State policy, including Penn State Policy HR80 – Private Consulting Practice and Policy RP06, *Disclosure and Management of Significant Financial Interests*.

**Teaching activities that do not require pre-approval by the Chancellor** –

The following list provides examples of teaching activities that require no pre-approval:

- Delivering an invited talk or lecture at another institution.
- One-day seminar/workshop at another institution.
- Serving on a Master’s or Doctoral Committee at another institution.
- Teaching a course unrelated to the employee’s general area of expertise in which the appointment is based, e.g. teaching a cooking course for Main Line School Night.
- Teaching by FT-2 (part-time) faculty.

**Teaching activities that in general will not be approved** –

The following list provides examples of teaching activities that generally would not be approved:

- Teaching online or resident credit courses for another institution during the academic year.
- Teaching resident credit courses for a competitor institution in our geographic area.
- Teaching online credit courses for a competitor institution, whether or not in our geographic area, including for-profit institutions.
- Tenure at another institution.

**Teaching Activities that may be permitted with prior approval from the Chancellor**

The following list provides examples of teaching activities that may be permitted with prior approval from the Chancellor. Approval should be sought prior to any commitment being made:

- Teaching courses for another institution as part of a sabbatical proposal.
- Teaching a resident course during the non-contract period for an institution outside our geographic area.
- Research or teaching that involves intellectual property agreements.
- Chairing a Master’s or Doctoral Committee at another institution.
- Teaching a non-credit course or workshop during the non-contract period.

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