Smeal College of Business
Guidelines for the Implementation of AD77

AD77, Engaging in Outside Professional Activities (Conflict of Commitment) (policy.psu.edu/policies/ad77), addresses conflict of commitment in the professional activities of faculty. The policy stipulates:

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.

The Dean’s Office has established the following guidelines to help employees decide whether they need to seek prior approval.

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 thesis or dissertation committee at another institution, when any compensation is only for travel expenses and an honorarium of no more than $1,000;
- teaching that is not for academic credit, including professional education courses for licensing, etc.;
- teaching that is not in the general area of expertise of the employee’s appointment at Penn State; and,
- teaching by employees who do not have a full-time appointment at Penn State, although department chairs should be aware of such other teaching commitments undertaken by their faculty.

Academic activities of the following types require pre-approval by the Budget Administrator and Budget Executive:
- teaching or research appointments (even short ones) that include intellectual property agreements, though these may be permitted;
- teaching for credit at another institution of higher education during the appointment period, though this may be permitted, particularly when on a one-year sabbatical;
- chairing Ph.D. committees at another institution of higher education, though this may be permitted;
- holding an honorary chair at another institution, though this may be permitted; and,
- lab chairing at another institution of higher education, though this will not generally be permitted.

The following academic activities will not be approved:
- tenure at another institution, or
- teaching for an online-only institution.