University College Guidelines for AD-77 Policy

The AD-77 policy (see http://guru.psu.edu/policies/AD77.html) 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 in a manner inconsistent with their College’s guidelines for the Implementation of AD77 unless prior written approval is obtained from the campus academic leadership. 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.”

Penn State faculty teach in many external settings that are appropriate and beneficial to them and to Penn State. To avoid having to check with the administration on every possible external teaching activity the University College has established the following guidelines to help you decide when you need to seek prior approval.

As with the AD-77 policy itself, these policy guidelines address external/outside professional commitments, and not internal PSU commitments or duties (including internal overload schedules, which go through a different process).

The following activities do not require pre-approval by the campus academic leadership:

- 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/or a small ($2,000 or less) honorarium.
- Any teaching that is not for academic credit, including professional education courses for licensing, etc. (provided such is consistent with AD-80)
- Any teaching that is not in the general area of expertise of your appointment at Penn State.
- Teaching by part time, FT-2 faculty (but campus academic leadership should be aware of other teaching commitments).

Academic activities of the following types require pre-approval by the campus academic leadership (preapproval should be obtained by the time that semester teaching assignments are made):

- Teaching/research appointments (even short) that include intellectual property agreements
- Teaching for credit at another institution of higher education (may be permitted, particularly as part of an approved sabbatical). In general, the faculty member including those with course releases due to other university related responsibilities may teach a maximum of one 3-credit course (or equivalent) overload per semester (on campus or elsewhere such as UP, WC or any other non-Penn State locations), to extent compliant with AD-80.
- Chairing Ph.D. committees at another institution of higher education
- Holding an honorary chair at another institution.
Lab chairing at another institution of higher education (will not generally be permitted).

Participation in Launchbox-related activities that are not part of regular Penn State duties and/or are paid for by an external source.

Note: In instances where pre-approval is not given, faculty members may ask for further review by the campus chancellor or office of the Vice President of the Commonwealth Campuses.

The following academic activities will not be approved:

• Tenure at another institution of higher education.
• Full time position at another educational institution (in the case of full-time Penn State faculty).

Note: All approvals must comply with the Extra Compensation Policy (RA64—Personnel Costs and Supplementary Compensation).

See Also
AD77 Engaging in Outside Professional Activities (Conflict of Commitment)
https://policy.psu.edu/policies/ad77

AC80 Outside Business Activities and Private Consulting
https://policy.psu.edu/policies/ac80

RP06 Disclosure and Management of Significant Financial Interests
https://policy.psu.edu/policies/rp06

IP03 Courseware
https://policy.psu.edu/policies/ip03

RA64—Personnel Costs and Supplementary Compensation
https://policy.psu.edu/policies/ra64