Purpose
The purpose of these guidelines is to provide our employees with the steps that the College expects them to take when considering outside activities. Employees who are engaged in activities outside of the University are expected to uphold their duties and responsibilities to the University as their primary obligation.

As a University, we do encourage our employees to engage in outside activities. These activities should enhance the mission of the College and University. An employee’s duties and responsibilities to the University should be their priority and engaging in outside activities should not hinder their ability to perform them.

Appointment Period
An employee who is on a 36-week appointment, which is paid over 12 months, is considered a full-time employee. An employee should not hold a full-time position at any other institution/corporation while still holding their full-time position with the University.

Consulting
AC-80, Private Consulting Practice – This policy should be used when employees are considering performing private consulting. The University maintains oversight and approval of such activity. As a reminder, an employee can consult up to an equivalent of four (4) days per month, for a maximum of forty (40) hours per month during the duration of their appointment period. Employees are expected to submit a disclosure (RP06 – Disclosure and Management of Significant Financial Interests) when consulting or other outside activities reach certain thresholds.

Teaching Activities
Courses taught at other institutions must not compete with coursework offered by the University. Teaching must fall during the summer months, not beginning until after the spring semester ends and ending before the fall semester begins and cannot exceed three months. For purposes of Policy AD-77, there is no distinction between resident or online teaching. University employees are prohibited from teaching at another institution in a manner inconsistent with these guidelines, unless approval is obtained from the Dean. These expectations/guidelines are in compliance with Policy HR-64, Academic Freedom.

Research Activities
Research that is being done at another institution, and is compensated, must fall during the summer months, not beginning until after the spring semester ends and ending before the fall semester begins, and cannot exceed three months.

Approvals
The following activities do not require pre-approval by the Department Head and Dean and are related to the profession:

- Serving on peer review boards
- Reviewing manuscripts for scholarly journals
- Attending/presenting at a professional meeting
• One-day (or short-term) seminar/workshop at another institution
• Serving on a master’s or doctoral committee at another institution

The following activity **only needs Department Head approval:**
• Research collaborations without the following: appointment, compensation, or formal agreements (i.e. Memorandums of Understanding)

The following activities **must be fully disclosed and have approval** by the Department Head and Dean:
• Teaching and/or research appointments at other institutions that include intellectual property agreements.
• Any significant collaboration work that is compensated. (i.e. Memorandum of Understanding
• Teaching for credit during the academic year at another institution.
• Holding a professional appointment at another institution.
• Chairing a Ph.D. committee at another institution.

The following activity **will not be approved:**
• Tenure at another institution.

**Compliance**
Employees must comply with all applicable University policies and regulations including, but not limited to, policies or regulations related to intellectual property, conflict of interest, private consulting, use of University’s name or its resources, etc.; related to their employment when participating in outside activities.

**Additional Information**
If a faculty member is listed on another institution’s website, the primary affiliation must be shown as Penn State and the title at the other institution must be listed as a visiting professor/scholar. The affiliation must not be construed as a permanent relationship. Also, all versions of the website must state the same information as the primary site. *(English version of the website where faculty member is listed must be made available.)*

**College Procedural Steps**
When an employee is considering engaging in outside professional activities, the following steps should be taken:

1 – Discussion should occur between the employee, their supervisor, and the department head. Topics to discuss should include time commitment, external funding, review of any agreements.
2 – Department Head should reach out to the Human Resource Office to discuss the opportunity. The Human Resource Office will work with the department to ensure that all aspects of the agreement follow University policy.
3 – After discussing with HR, the Department Head should submit a formal request to the Dean. *(if applicable)*

University policy: [https://policy.psu.edu/policies/ad77](https://policy.psu.edu/policies/ad77)
Other useful links:
Policy AC80 – Outside Business Activities and Private Consulting
Policy RP06 – Disclosure and Management of Significant Financial Interests