

Guidelines on External Professional Activities of Faculty and Other Professional Staff

The Board of Governors policy originally adopted on November 9, 1979, and last amended on June 8, 1984, was revised by action of the board on April 16, 1993. Its effective date is July 1, 1993. Each chancellor is responsible for ensuring that heads of academic departments (or deans of schools without formally established departments) and directors of other administrative units employing persons subject to this policy make appropriate arrangements to effectively publicize the new policy requirements.

The board has made extensive changes in the policy. Both persons responsible for administering and persons subject to the policy must be thoroughly familiar with those changes. The following new requirements are of special note:

Failure to comply with policy requirements constitutes a violation of employment responsibilities and will result in disciplinary proceedings.

A separate written application to engage in external professional activities for pay must be filed for each such proposed activity.

If the approved activity will extend beyond the end of the fiscal or academic year in which it was begun, permission to continue the activity must be obtained in a timely manner.

The revised policy includes a definition of "inappropriate use or exploitation of University resources."

An employee who files a notice of intent to engage in external professional activities for pay must complete a form that summarizes all such activities in which he or she engaged during the immediately preceding fiscal year.

A new "Notice of Intent" form to be used by persons wishing to engage in external professional activities for pay has been prescribed by the board.

[This is a rewrite of Administrative Memorandum #333.]