

University of St. Thomas Policies

OUTSIDE EMPLOYMENT

Policy Number: F.01.07

Scope: Term, Tenure-track and Tenured Faculty and Academic Administrators

Purpose: To establish policies for outside employment for faculty and academic administrators

POLICY

Outside employment refers to paid work performed for an employer other than the University of St. Thomas. The University recognizes the value of administrators and term, tenure-track and tenured faculty members engaging in a wide range of activities outside the University. This may include activities such as consultancies or other professional services and may enhance the individuals' academic and professional development. Approval of outside employment is at the discretion of the University. Approval for outside employment shall be obtained annually.

Involvement in outside activities can raise important issues including:

- a. how to account for credit for professionally-related outside consulting in tenure review, promotions, and annual reviews.
- b. ownership of intellectual property rights, particularly regarding patents and the development of distance education courses.
- c. time available to participate in shared governance, including promotion-and-tenure and curricular committees.
- d. impact on relationships with departmental and disciplinary colleagues

These concerns are captured in the following further explications of conflict of commitment.

- a. This policy refers to conflicts of commitment. Conflicts of commitment refer to time and energy; conflicts of interest involve private financial arrangements. For the Conflicts of Interest policy, refer to University of St. Thomas Policy H.04.02: Conflicts of Interest Employees.
- b. A conflict of commitment can arise when the outside activities of a faculty member or administrator interfere with the paramount obligations to students, colleagues, and the primary missions of the University of St. Thomas established through the administrator's or faculty member's contractual relationship with the University of St. Thomas.
- c. A conflict of commitment can arise if a faculty member or administrator were to divert to other entities or institutions opportunities for research, education, clinical care or financial support which otherwise might flow to the University of St. Thomas. It can also occur when a faculty member's or administrator's commitment to outside employment interferes with time and resource commitments to the University of St. Thomas.

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This policy is designed to avoid these conflicts of commitment.

1. Compensated Outside Teaching Employment

Full-time term, tenured and tenure-track faculty, department chairpersons, and academic administrators require prior written approval from the appropriate dean and the Vice President for Academic Affairs for any teaching employment outside of the University of St. Thomas. For faculty with a department chairperson, the dean will consult with the chairperson of the appropriate department when considering the request by a faculty member to pursue this teaching employment outside the University. Deans will submit written requests for approval to the Vice President for Academic Affairs.

2. Additional Compensated Outside Activities

Full-time term, tenured and tenure-track faculty and academic administrators will notify in writing their respective dean and the Vice President for Academic Affairs of compensated outside activities.

Compensated outside activities, such as consulting (from Monday through Friday), must not exceed the equivalent of one day a week. A day is defined on a case-by-case basis, using common sense and customary practice. Faculty members and department chairs or other appropriate administrators should exercise sound professional judgment, taking into account reasonable work schedules, when determining what constitutes a day of outside activity. Faculty members and administrators should be prepared to provide an explanation of the definition of "day" used in preparing the request for prior approval and for subsequent disclosure. Exceptions require approval by the Vice President for Academic Affairs.

Outside activities should not interfere with the occasional weekend or evening events in which faculty and academic administrators are normally expected to participate (for example graduation, campus-wide and related events, occasional committee work or recruitment activities). Outside activities must not inhibit the faculty member from keeping required regular office hours as listed and approved by the appropriate supervisor.

Whenever external activities involve the use of University of St. Thomas facilities or equipment, such as laboratories or computers, the Vice President for Academic Affairs must approve this use and may require reimbursement to the University in appropriate situations. For additional guidelines concerning the use of University technology, refer to University of St. Thomas Policy G.06.01: Acceptable Use Policy for Technology Resources.

When faculty members and/or academic administrators engage in extramural or professional activities unrelated to their individual assignments or positions with the University, they speak or write as a citizen and should be free from institutional censorship or discipline. Nonetheless, their special position in the University and the civic community imposes special obligations. Therefore, faculty members and academic administrators must at all times be accurate, exercise appropriate restraint, respect others and others' opinions, and make it clear that they are not speaking in their official capacity for the University. The University expects professional integrity to guide each faculty member's or academic administrator's actions in this regard. It is the faculty member's or academic administrator's responsibility to obtain the necessary

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approvals for outside employment. The faculty member's or academic administrator's failure to obtain the necessary approvals will be addressed according to the University's progressive discipline policy.

APPROVED: Board of Directors

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