

Outside Employment and Consulting Policy for Regular Faculty

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SECTION I. PURPOSE

The primary responsibility of faculty personnel is to render to the university the most effective service possible, and to devote full working time to the university. At the same time, consulting and other outside activities of a professional nature are encouraged by the university where such activities give faculty members experience and knowledge valuable to professional growth and development.

Conflict between such activities and a faculty member's primary responsibility or the appearance of conflict should be avoided. In recognition that "outside professional activities" can make a valuable contribution to the university, to the community at large and to the individual's professional growth, this policy has been developed to guide the community.

SECTION II. SCOPE AND APPLICABILITY

This policy applies to all St. Thomas regular faculty members. Regular faculty members include all faculty members other than adjunct faculty members.

All outside employment and "outside professional activities" are subject to this policy. For purposes of this policy, "outside professional activities" means any professional practice or consulting that meets the criterion for engaging the profession or professional service.

SECTION II. OUTSIDE EMPLOYMENT POLICY

A. Outside Employment, Other than Teaching a Regular Course at Another Institution

Faculty members who engage in outside employment that cannot be considered as "outside professional activities" must obtain prior written permission of the department chair/program director and the executive vice president and provost ("provost") before undertaking the employment or outside activity.

B. Teaching a Regular Course at Another Institution

Faculty who plan to teach a regular course at another institution during the academic year must receive prior written permission of the department chair/program director and the provost.

SECTION III. CONSULTING POLICY

- a. All consulting work is expected to be conducted in a professional and ethical manner. In addition, the faculty member shall avoid an actual or implied conflict of interest in the consulting activity.
- b. When the faculty member engages in consulting activity beyond normal duties, the following principles apply:

- (i) The consulting activity should contribute positively to the work of the faculty member as a teacher at St. Thomas and/or should contribute to the community service function of the university.
 - (ii) The faculty member's normal duties should not suffer because of the consulting activity. In particular, classes should not be missed or cancelled because of consulting activity. Normal duties include but are not limited to library support, course development, student counseling, student recruitment, department and division meetings, representation of St. Thomas in suitable outreach activities, laboratory work, and the maintenance and updating of laboratory equipment (where applicable), and appropriate scholarly activities.
 - (iii) Unless otherwise approved in writing by the appropriate dean and the provost, time spent by full-time faculty members on "outside professional activities" must be limited to four weekdays a month during the academic year.
 - (iv) An annual listing of all consulting engagements during the academic year should be submitted as an attachment to the faculty member's annual activity report.
- c. Consulting activity should be judged, not simply or primarily on the basis of the financial remuneration involved, but principally on the way that it contributes to the faculty member's performance as a teacher at St. Thomas.
 - d. The university especially recognizes consulting activity for the benefit of nonprofit organizations and institutions, where no recompense is received and where the activity is considered as part of the normal workload of the faculty member. In some cases, faculty may receive released time for such activity, with prior approval of the provost.
 - e. Faculty of the university are encouraged to consider consulting as an integral part of their normal activities in teaching, professional activity, and service since consulting can contribute to effectiveness in each area.

SECTION IV. HISTORY

This policy previously was contained in Appendix A to the Faculty Handbook, which contained policies of particular relevance to faculty that were not subject to Faculty Senate approval. In 2018, Appendix A was removed from the Faculty Handbook. Subsequently, this policy was separately established to reflect the policy categorization system required by the university's Policy Management Policy. The policy has been updated to clarify its scope and applicability in light of the separation from Appendix A and to reflect administrator titles currently in use.

This policy was initially developed by the Deans/Directors' Group and then considered by the Task Force on Rank, Tenure, and Promotion. That task force recommended removal of this policy from the Rank, Tenure, and Promotion section and placement in the Operating Policies and Procedure section (January 1995).