TO: All Full-time Faculty

FROM: Michelle Maldonado, Ph.D.
Interim Provost/Senior Vice President for Academic Affairs

DATE: August 31, 2022

SUBJECT: Report of Outside Employment

This memo serves as a reminder of the provision in the *Faculty Handbook* concerning work outside the University.

**Section 5.10 Outside Employment states:**

A full-time faculty contract obligates the faculty member to devote the major portion of his or her energies to meeting faculty responsibilities. Accordingly, a faculty member wishing to engage in outside employment (for example, teaching or coaching at other educational institutions or regular or continued employment in a business or professional enterprise) will provide the Provost/SVPAA, in writing, with the non-financial details of the employment. The Provost/SVPAA, after consulting with the appropriate chairperson and Dean, will grant or refuse approval, in writing. If the request is refused, the reasons for the refusal must be given. An approval, once granted, may be renewed annually if the employment is continuing. Upon the request of FAC, a list of all those who have sought such approval, and the decisions rendered, will be given. During the individual faculty member’s annual contract period, employment with institutions in competition with the University constitute an inherent conflict of interest and are not permitted.

In those cases where individuals with specialized skills can only be obtained by hiring persons already employed, an exception to the above regulation should be explicitly included as part of the faculty member’s contract, and FAC should be notified.

Short term employment (e.g., a consulting assignment) that does not conflict with the faculty member’s responsibilities to the University does not need approval.

If you have not received the appropriate approval for this year, please complete the attached Report of Outside Employment form and return the form to your Chairperson. The Chairperson will sign and send to the Dean. The Dean will then forward the form to me with comments; I will return a signed copy of the form to you for your files. Thank you for your attention to this matter.
Section 5.10 of the Faculty Handbook portion of the Collective Bargaining Agreement states:

A full-time faculty contract obligates the faculty member to devote the major portion of his or her energies to meeting faculty responsibilities. Accordingly, a faculty member wishing to engage in outside employment (for example teaching or coaching at other educational institutions or regular or continued employment in a business or professional enterprise) will provide the Provost/VPAA, in writing, with the non-financial details of the employment. The Provost/VPAA, after consulting with the appropriate chairperson and Dean, will grant or refuse approval, in writing. If the request is refused, the reasons for the refusal must be given. An approval, once granted, may be renewed annually if the employment is continuing. Upon the request of FAC, a list of all those who have sought such approval, and the decisions rendered, will be given. During the individual faculty member’s annual contract period, employment with institutions in competition with the University constitute an inherent conflict of interest and are not permitted. In those cases where individuals with specialized skills can only be obtained by hiring persons already employed, an exception to the above regulation should be explicitly included as part of the faculty member’s contract, and FAC should be notified. Short term employment (e.g., a consulting assignment) that does not conflict with the faculty member’s responsibilities to the University does not need approval.

Part 1. (To be completed by the faculty member):

I request approval to conduct the following professional work above and beyond those obligations for which I have contracted with the University of Scranton. Please describe the activity, the organization for which the services will be performed and the time commitment this outside employment will require.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Details</th>
<th>Time Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time Teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaching/Tutoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar/workshop instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2: The form must be signed by the department chairperson, and then the Dean before being sent to the Provost for final approval.

Chairperson’s Recommendation: _______________________________ Approved ___ Not Approved___
(Signature) (Date)

Dean’s Recommendation: _______________________________ Approved ___ Not Approved___
(Signature) (Date)

Provost/Senior VPAA Approval: _______________________________ Approved ___ Not Approved___
(Signature) (Date)

Cc Distribution: Dean, Dept Chair, Faculty Member