TO: All Full-time Faculty

FROM: Tracy M. Stewart, Ph.D.

Interim Provost/Senior Vice President for Academic Affairs

DATE: August 25, 2025

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.

UNIVERSITY OF SCRANTON REPORT OF OUTSIDE EMPLOYMENT

NAME:							
DEPARTMENT:							
ACADEMIC YEAR:							
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services will be perio	Timed and th		ent tins outsi	ue employm	ent win require		
Type of Work			Details			Tim Con	ne nmitment
Part Time							
Teaching							
Coaching/Tutoring							
Consultant Work							
Seminar/workshop							
instructor							
Other (describe):							
Part 2: The form sent to the Provos			epartment c	hairpersoi	, and then th	e Dea	n before being
			Approv	ed	Not Approved		
		· -		(Date)			
Dean's Recommendation:		(0'		(D) (1)	Approv	ved	Not Approved
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Provost/Senior VPAA	(C:- ,)		(D-4-)	Appro	oved	Not Approved	
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