

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

**Outside Professional Activities and Other Outside
Activities of Employees**

**1-015
ADMINISTRATIVE
March 2014**

POLICY

- 1.01 Employees, as highly skilled professionals, possess expertise widely demanded by educational institutions, business, industry, and other private and public institutions. As a result, employees may engage in such activities as might improve the general welfare of the people of the state and nation, and/or develop their own professional competencies so long as such activities do not interfere with the employee's obligation to the university.

The following key principles are central to these guidelines:

- A. The employee's primary professional responsibility to the university must not be impaired by the time and effort expended in outside and/or overload activities and non-professional activities, i.e., all teaching and/or administrative responsibilities must be met.
- B. Conflicts of interest (as defined by: 74 O.S. 1971 Sec. 1404, subsequent legislation, opinions of the State Attorney General, and other applicable federal statutes) with the university are to be avoided in all outside activities.
- C. The employee's outside activities must be carried out in a manner consistent with all applicable state and federal statutes and university Regents' policies.

OUTSIDE ACTIVITIES

- 2.01 OSU Institute of Technology (OSUIT) expects employees to give their best professional effort to their assignments. However, employees may devote a reasonable amount of time to outside professional and other outside activities, provided it does not interfere with the responsibilities the individual has as an employee of the university.
- 2.02 Outside professional activities are defined here to be those consulting or similar activities which are related to the professional expertise and responsibilities of the employee, and for which extra compensation is received by the employee.
- 2.03 Participation by an employee in outside professional activities may be authorized when such activities add to development of the professional expertise of the employee, and are in keeping with OSUIT, division goals and objectives, and applicable laws and opinions of the State Attorney General. Consulting that does not result in further professional development of the employee is discouraged.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 2.04 Activities outside the area of professional expertise and responsibilities of the employee are defined as "other outside activities." Employees, with the rights and responsibilities of all citizens, may become involved in these activities so long as such activities neither intrude upon the employee's professional responsibilities to OSUIT, nor reflect unfavorably upon its image.

INTERNAL ACTIVITIES AND EXTRA COMPENSATION FOR TEACHING ASSIGNMENTS

- 3.01 Participation by a faculty member in teaching and/or contract work, over and above the recognized workload, will be authorized when such activities are in keeping with OSUIT, division goals and objectives, and with applicable laws and opinions of the State Attorney General.
- 3.02 OSUIT may need to utilize faculty time on an overload basis in serving the public, and consistent with its mission. In instances where involvement is requested of a faculty member and is not a part of the recognized workload, compensation above and beyond the salary of the faculty member may be paid. All authorized overload activities shall be compensated for by comparable release time at a different time period or by extra compensation. Each faculty member shall be free to evaluate continued participation in overload assignments, and shall be free to decline such assignments without prejudice. (See also 2-001: *Guidelines to Govern Workload Assignments of Faculty Members*.)

PROFESSIONAL ACTIVITIES

- 4.01 The following policies are applicable for employees who participate in outside professional activities and/or overload teaching.
- 4.02 The employee's primary professional responsibility shall be to the university.
- 4.03 Outside professional activities must not interfere with normal duties, including those extra responsibilities expected of all employees.
- 4.04 Administrative approval shall be obtained in advance from the employee's immediate supervisor for each proposed outside professional activity, describing the nature and projected time commitment, and any change as the activity progresses. In the event a request is denied, it shall be the responsibility of the immediate supervisor to state in writing to the employee how the request is in conflict with this policy.
- 4.05 The employee shall not use privileged information for the purpose of private gain.
- 4.06 The employee must not use the name or logo of OSU or OSUIT in any letterhead, advertising or other promotion of a personal professional outside activity in such a manner as to imply university sponsorship.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 4.07 University services, personnel, or facilities may be used in a non-university activity only after permission has been received, and arrangements made, for any required payment.
- 4.08 Students and/or student labor shall not be exploited by employees engaged in other outside activities. Identified abuses should be referred to the Vice President of Fiscal Services.
- 4.09 Participation by an employee in outside professional activities which results in extra compensation may be approved if such activities are in support of OSUIT, division goals, and objectives and meet the guidelines established in this policy. However, it may be appropriate for the employee to request to be on annual leave in order to receive the honorarium or stipend.

PROCEDURES

- 5.01 The employee must notify the unit leader in advance when planning to participate in professional activities or other outside activities.
- 5.02 When engaging in outside activities, faculty members must make arrangements with the division chair in advance to cover assigned responsibilities with special care taken for instructional responsibilities.
- 5.03 All out-of-state travel, whether for regular professional responsibilities or for outside professional activities, must be covered by an authorized travel request submitted in advance. This request must be documented and approved according to existing university travel policies and procedures, unless approval has been given for conducting them entirely while on annual leave.

Approved: August 1996
Revised: March 2008
Revised: July 2009
Revised: December 2013
Revised: March 2014