

MIDDLE TENNESSEE STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO: II:01:07

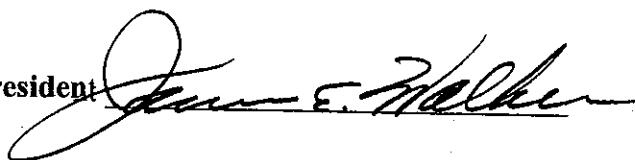
DATE: August 18, 1998

SUPERSEDES POLICY NO: II:01:07

DATED: March 1, 1980

SUBJECT: Outside Employment

APPROVED: James E. Walker, President



The University recognizes the value of external activities in which its faculty, administrators, and professional staff may engage. Such activities can enhance instruction and forge important links between the institution and the community. Nevertheless, the individual must at all times place his/her primary emphasis on contributing to the University's mission and be prepared to forego any external activities when they interfere with assigned duties. Any policy on outside employment should protect as well as promote the instruction, research, and public service roles of the individual, but in a manner that is not unduly confining.

In the interest of preserving the professional freedoms now enjoyed by full-time faculty, administrators, and professional staff and at the same time meeting the University's responsibility to be cognizant of any activity that might be detrimental to the performance of the mission of the University, the following policy guidelines are established:

1. Prior to becoming engaged in outside professional employment or continuing business activities, an individual shall first notify his/her department chairperson or administrative head. The chairperson or administrative head then will make a determination of whether such activities interfere or conflict with the individual's assigned duties and responsibilities to the department and the University. In those instances where inconsistencies with the guidelines appear to exist, the chairperson or administrative head will, after a conference with the individual, submit a written report to the Academic Dean or the appropriate Vice President and to the individual. In the case of a faculty member, the academic dean, after reviewing the chairperson's report, will transmit the report to the Vice President of Academic Affairs and to the faculty member with his/her recommendation. If a Vice President determines that a violation exists, he/she will notify the individual and inform him/her of the right to appeal the decision through the applicable University grievance procedure.
2. The individual's outside professional employment or continuing business activity:
 - a. must not interfere with assigned duties and responsibilities;
 - b. must not constitute a conflict of interest or compete with the education, research, or public service programs of the institution;

- c. must, if involving employment with other agencies, departments, or institutions of State government, including state institutions of higher education, be subject to the prior approval of the President or his/her designee and the appropriate representative of the other agency, department or institution;
 - d. must not be undertaken with the claim that the individual is an official representative of the institution in connection with the employment; and
 - e. must, if involving the use of institutional equipment, facilities, or services have institutional approval and provide for compensating the institution at the rates established by the institution.
3. The guidelines do not apply:
- a. when the individual is not within the term of his/her contract period or is on leave;
 - b. to short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, recitals, or other similar services even though honoraria and reimbursement for expenses incurred may be received for such participation; or
 - c. to any other activities of an individual which do not interfere, conflict or compete with his/her responsibilities to the University.

These guidelines should serve as a reminder to all full-time employees what their professional priorities and responsibilities should be.

Recommended Procedure for Implementation of the Policy Guidelines

The implementation of these policy guidelines is for the purpose of meeting minimum requirements of the State Board of Regent's policy on outside employment. To effectuate the policy, therefore, each chairperson/ administrative head will survey the activities of his or her personnel to determine the extent to which they are engaged in outside professional or continuing business activities. The instrument for the survey should be an information form used, insofar as possible, by all departments. The same form should also be used to monitor any such outside activities initiated by an individual subsequent to the implementation of the guidelines.

The attached form, which is page 3 of this policy, should be used in reporting Outside Employment or Continuing Business Activity.

INDIVIDUAL REPORT ON OUTSIDE PROFESSIONAL
EMPLOYMENT OR CONTINUING BUSINESS ACTIVITY

Name _____ Rank _____ Date _____

School _____ Department _____

1. Nature of Outside Professional Employment	Expected Commitment of Time Devoted to the Employment	When Work to be Done ----- Days Hours Each Day
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2. Nature of Continuing Business Activity	Expected Commitment of Time Devoted to the Activity	When Work to be Done ----- Days Hours Each Day
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