

Summary of APM-025

1. Faculty obligations to the University require that compensated and uncompensated activities must not interfere with a faculty member's full-time commitment to the University.
2. Three Categories of Outside Professional Activity have been defined:
 - **Category I** activities require prior approval and count toward the day limit. Examples would include: assuming a managerial position in a for-profit or not-for-profit business; administering a grant outside the University that would ordinarily be conducted under the auspices of the University; establishing a relationship as a salaried employee outside the University; or, involving a student in an outside compensated activity.
 - **Category II** activities do not require prior approval and count toward the day limit. Examples would include: providing expert testimony in legislative or judicial proceedings; providing consulting services; serving on a board of directors; providing a workshop for industry; or engaging in additional compensated University teaching activities.
 - **Category III** activities do not require prior approval and do not count toward the day limit. Examples would include: serving as an editor of a journal; presenting a keynote address.
3. Prior Approval is required for all Category I, Compensated Outside Professional Activities. Requests for prior approvals must be approved by the Dean annually, unless approved for a longer term not to exceed five years. Copies of the approved forms should be sent to the Academic Personnel Office (APO). Teaching at other universities requires approval by the Chancellor or his designee. Forms should be submitted to APO for review and approval.
4. Annual Reports of all Compensated Category I and II Outside Professional Activities are required to be submitted to the Dean or Chair, as appropriate. Reports covering the prior academic year are due no later than September 30 of each year. Note that the annual report (Form II) should reflect time spent on those Category I activities which were approved in advance.

No advancement case will be considered unless there is certification by the chair or dean that the reports required during the review period have been submitted in accordance with the policy.

5. Time Limits of 39 days are placed on participation in outside activities for full-time faculty members on academic-year appointments. During periods of Summer Salary, the applicable limit is one day per week during the period in which compensation is received. A time limit of 48 days will apply to fiscal year appointments for which vacation leave does not have to be forfeited. Part-time faculty time limits will be pro-rated based upon their percentage of time appointments. Exceptions to any of the time limits require approval in advance by the Vice Provost for the Faculty.