

Policy #1304

Outside Employment of Faculty

Date of Current Revision: October, 2008

Responsible Officer: Senior Vice President for Academic Affairs

1. PURPOSE

This policy provides guidelines for the reporting of employment outside of the university by faculty members.

2. AUTHORITY

The Board of Visitors is given the authority to establish personnel policies for all employees of the university. This power is delegated to the President in areas in which the Board has not established policy.

3. DEFINITIONS

A&P Faculty:

Administrative and Professional faculty member. The members of the faculty who have responsibilities that include administration and the performance of professional services for the university.

Instructional Faculty:

The members of the faculty who have responsibilities that include teaching, research and service as the majority of their duties.

Outside employment:

Work performed outside of any relationship with the university. Work of this nature includes employment by any other entity, as well as all self-employment and self-initiated professional services such as consulting, workshops, seminars, conferences, institutes, or short courses accomplished for any source other than the university, if such employment or services are compensated.

4. APPLICABILITY

This policy applies to all full-time instructional faculty members and A&P faculty members at the university during the term of their employment with the university. It applies to all employment or work outside of the university for remuneration of any sort.

5. POLICY

Full-time faculty members who engage in outside employment or in a private business or profession during the period for which they are employed to work for the university should inform their supervisor of that engagement.

The employee/employer relationship between full-time employees and the university is continuous and it encompasses any and all work performed for the university. Employees may engage in outside employment if such employment does not interfere with the individual's responsibilities to the university and there is no violation of the Virginia Conflict of Interests Act. Faculty members should report all outside employment to their supervisor so that the supervisor may evaluate any potential for such interference.

No full-time faculty member may engage in part-time or full-time teaching during the semesters he or she is employed by the university for another institution without prior approval of the appropriate senior vice president. Any faculty member who accepts a tenured position with another institution may be considered to have resigned his or her position with the university.

Employees considering contracting with another state agency should be aware of 2.2-3100 of the Virginia Conflict of Interests Act. This section requires an employee to give written notice in advance to both the current agency and the proposed contracting agency, of the employee's material financial interest.

6. PROCEDURES

The following establishes university standards and guidelines for reporting outside employment.

6.1. The primary obligation of full-time faculty members is to fulfill the duties of their contracted positions with the university. Outside employment should in no way interfere with this responsibility. If it is determined that outside employment interferes with full-time contracted responsibilities, such interference will be specifically referenced in faculty performance evaluation reports, and such interference may result in imposition of a sanction.

6.2. Faculty members engaged in outside employment represent only themselves and not the university. This fact must be made known to outside employers and others as appropriate.

6.3. Faculty members engaged in outside employment will not use university equipment, supplies, services, manpower or facilities without prior approval and the payment of required fees and charges as determined appropriate by the Assistant Vice President for Finance.

7. RESPONSIBILITIES

Faculty members are responsible for informing their supervisor of all outside employment.

Department heads, directors, deans, AVP's and senior vice presidents are responsible for reviewing the potential for interference between a faculty member's outside employment and his or her primary duties at the university.

The Assistant Vice President for Finance is responsible for determining all fees and charges for invoicing a faculty member engaged in outside employment for the use of all university equipment, supplies, services, manpower or facilities.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

Participation in paid military reserve drills and other military activities are not to be construed to be outside employment under this policy.

Full-time faculty members are exempt from the prohibition on teaching at another institution during any months when they are not under contract to teach or work at the university.

This policy does not apply to work for which no compensation or other remuneration is received, unless such work interferes with the responsibilities of the faculty member to the university.

This policy does not apply to part-time or adjunct faculty members.

10. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Provost and Senior Vice President for Academic Affairs where it concerns Instructional Faculty and the appropriate senior vice president where it concerns AP Faculty.

Previous version: October, 2005

Approved by the President: October, 2008

Index of Terms

Outside employment

Extra employment

Consulting