

ANDREW YOUNG SCHOOL OF POLICY STUDIES

**PROCESS FOR OBTAINING
APPROVAL FOR OUTSIDE ACTIVITIES**

Approved – 1996

Amended – November 1, 2002

+ Reformatted the original document to reflect the layout of other established AYSPS policies and processes

Amended – September 12, 2003

+ Changed all references of AYSPS as 'the School' to 'the College'

Amended – June 24, 2010

+ Update web link information

+ Update BOR and GSU Policy Manual Section Number Information

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PROCESS FOR OBTAINING APPROVAL FOR OUTSIDE ACTIVITIES

Amended June 24, 2010

The Andrew Young School of Policy Studies (AYSPS) does not discourage but rather encourages outside activities appropriate to the academic and professional standing of faculty members. These activities add to the richness of the college's mission. However, faculty members' outside activities must strictly comply with the rules and process stated in this document, which are intended to safeguard the responsibilities of the AYSPS in teaching, research and service.

The first section of this document provides some references to various policies relevant to outside activities. The second section states the professional obligations and expectations associated with undertaking outside activities. The third section contains the process for obtaining approval to engage in outside activities.

1. POLICY STATEMENT RELATED TO OUTSIDE ACTIVITIES

While a faculty appointment is viewed as a full-time position, each faculty member is permitted and encouraged to engage in outside activities appropriate for the faculty member's academic and professional position. Such activities are expected to provide benefits to the faculty member and the institution by maintaining or enhancing his/her academic or professional standing. While appropriate outside activities are permitted and encouraged, permission to engage in such activities must be requested in writing prior to each engagement in accordance with relevant laws and policies of the College, the University, the Georgia Board of Regents and the state of Georgia.

The Board of Regents' policy is contained in Section 8.2.15 of The Policy Manual of the Board of Regents:

http://www.usg.edu/policymanual/section8/policy/8.2_general_policies_for_all_personnel/#p8.2.15_outside_activities.

The Regents' policy is reiterated and supplemented in Section 312.04 of the GSU Faculty Handbook Faculty Duties and Responsibilities: Outside Activities:

<http://www2.gsu.edu/~wwwfhh/fhb.html>.

(PLEASE NOTE: The BOR Policy Manual has been updated and the Section Numbering in the document has been changed. However, as of June 24, 2010 the GSU Faculty Handbook has not updated its reference source information to reflect the new BOR Policy Manual Section Numbers.)

2. PROFESSIONAL OBLIGATIONS AND EXPECTATIONS ASSOCIATED WITH UNDERTAKING OUTSIDE ACTIVITIES

When a faculty member undertakes appropriate outside activity, the following conditions are expected to be observed as part of the faculty member's professional obligations:

- a. Follow established policies and process to identify and gain prior approval to undertake any outside activity.
- b. Engage only in outside activities that are in keeping with the faculty member's academic and professional position and that reflect positively on the academic unit, the College and the University.
- c. Engage only in outside activities that do not compete directly with previously established activities associated with the College or University.
- d. Avoid using the faculty position to actively promote consulting or other outside activities for compensation.
- e. Avoid using University resources (space, equipment, personnel or other university property) for outside activities, except where explicit permission has been obtained and appropriate arrangements for reimbursement have been established.
- f. Observe the guidelines and requirements in College and University policies and process that limit the amount of total time that may be devoted to 'approved outside activities'.
- g. Be prepared to account for the actual amount of time devoted to 'approved outside activities and their appropriateness'.
- h. Avoid any outside activity that detracts from or conflicts with faculty responsibilities.

3. PROCESS FOR OBTAINING APPROVAL TO ENGAGE IN OUTSIDE ACTIVITIES

University Policy: Section 312.04.02 of the GSU Faculty Handbook states, in part:

Prior to engaging in remunerative outside work or activity, a faculty member must file a description of the nature and extent of the outside work or activity with the dean of the appropriate college or school, and shall not continue or undertake such employment if notified of the disapproval of such undertaking. A copy of the appropriate form for receiving approval is available from the offices of the deans.

AYSPS approval form:

- a. In the AYSPS, obtaining approval is initiated by the faculty member (or other employee) filing the attached AYSPS form “Request for Approval to Engage in Outside Activities.”
- b. Approval must be recommended by the employee’s department head unless the employee is a department head.
- c. If the recommendation is positive, the form is forwarded to the Dean who, in turn, will indicate approval or disapproval of the activity on the form.
- d. Copies of the form are distributed to the requesting employee, the department head and the Dean.
- e. The Dean forwards his/her copy of the form to the AYSPS College Human Resources Officer to be filed in the faculty member’s personnel file.

Substitute instruction:

- a. Normally, outside activities will not be permitted if they interfere with scheduled classroom teaching responsibilities.
- b. If a faculty member proposes to undertake outside work which would require missing one or more scheduled classes, he or she must provide a justification in a memorandum to the head of the academic unit, along with a plan for alternative arrangements (e.g., substitute instruction, class rescheduling, group assignments).
- c. This memorandum must accompany the request for permission to engage in outside activity and must be approved by the head of the academic unit at the same time the request is approved.

Guidelines:

The following guidelines apply to the use of the “Request for Approval to Engage in Outside Activities” form:

- a. A form must be completed for **each** separate activity.
- b. Where approval relates to an activity that spans **more than twelve months**, the employee must again request approval at the beginning of each succeeding academic year (i.e., mid-September) applicable to the time period of the outside activity. Each year, the Dean will send a reminder memorandum to all faculty members prior to the start of fall semester.
- c. When the nature of an approved outside activity or the time committed to it changes significantly, subsequent to approval, an amended outside activity form must be filed.
- d. A form is not required to be filed for activities undertaken by a faculty member employed on an academic year contract for activities which begin after the end of spring semester and are completed before the beginning of the succeeding fall semester, unless that faculty member is employed to teach one or more courses at the University during that summer semester.

Andrew Young School of Policy Studies
REQUEST FOR APPROVAL TO ENGAGE IN OUTSIDE ACTIVITIES

Name (print): _____ Academic Unit: _____

Name and Address of Organization: _____

Description of Outside Activity (be as complete and specific as possible; avoid abbreviations; attach sheet if additional space is required) _____

1. Would this activity involve compensation over and above out-of-pocket expenses?
(Circle One): Yes No

2. Classroom Substitution (Circle One):

- a. No classes would require substitute instruction.
- b. Substitute instruction would be required in the following classes (list course number, hour and location along with substitute instructor's last name).

Attach a memo explaining the alternative arrangements for coveting these classes have been approved by the head of the academic unit in a memorandum on file in the department. The memo should have a signature block for the Dean's approval.

3. Time Period and Amount of Time Required for Outside Activity:

This activity would begin on _____ and end on _____ and
(date) (date)
involve the following amount of time: _____ .
(hours or days)

My engagement in this outside activity will not interfere with the regular and punctual discharge of my official University duties and responsibilities.

Signature of Faculty Member Requesting Approval

Date

I recommend approval of this activity as described and presented herein.

Signature of Head of Academic Unit

Date

APPROVED
NOT APPROVED

Dean, Andrew Young School of Policy Studies

Date