

**COLLEGE OF HEALTH AND HUMAN DEVELOPMENT
GUIDELINES FOR THE IMPLEMENTATION OF UNIVERSITY POLICY AC80
FACULTY OUTSIDE PROFESSIONAL ACTIVITIES AND CONFLICT OF COMMITMENT**

PURPOSE

To comply with University policy AC80 Faculty Outside Professional Activities and Conflict of Commitment by providing direction to full-time faculty of the College of Health and Human Development regarding implementation of AC80 within the college. These guidelines do NOT supplant the University AC80 policy and faculty should consult both that policy and these guidelines. For the purposes of that policy and these guidelines, there is no distinction between resident or online teaching.

OUTSIDE PROFESSIONAL ACTIVITIES THAT ARE ALWAYS PROHIBITED

Tenure-track or tenured appointments at another institution of higher education (except for a faculty member who holds a visiting rank here) are prohibited.

OUTSIDE PROFESSIONAL ACTIVITIES REQUIRING PRIOR APPROVAL

- Faculty should refer to AC80 for the definition of outside professional activities and a list of activities that require prior approval.
- The following additional activities not listed in AC80 are also required by the college to be submitted for prior approval:
 - Paid non-tenure-track academic professional appointments/positions in any area at other institutions of higher education or organizations providing educational instruction, domestic or international;
 - Any non-credit teaching (including seminars and workshops) that involves *more than five consecutive or non-consecutive days/sessions of instruction* during the term of appointment (i.e., August 15 through May 15) in the area(s) of the faculty member's expertise at another post-secondary institution of higher education or organization providing educational instruction, domestic or international.

OUTSIDE PROFESSIONAL ACTIVITIES NOT REQUIRING PRIOR APPROVAL BUT REQUIRING DISCLOSURE

- Faculty should refer to AC80 for the definition of outside professional activities and a list of activities that do not require prior approval but that do still require disclosure.
- The following additional activities not listed in AC80 are not required by the college to be submitted for prior approval but do require disclosure:
 - Teaching any course for academic credit outside of the appointment period (i.e., May 16 through August 14) at another post-secondary institution of higher education or other organization providing educational instruction, domestic or international;
 - Any non-credit teaching (including seminars and workshops) that involves *more than five consecutive or non-consecutive days/sessions of instruction* outside of the appointment period (i.e., May 16 through August 14) in the area(s) of the faculty member's expertise at another post-secondary institution of higher education or organization providing educational instruction, domestic or international.

APPROVAL PROCESS

Approvals for activities requiring pre-approval under AC80 should follow the process described in the [policy](#) and on the OSVPR website [here](#).

All approvals for activities requiring pre-approval under AC80 must be obtained as far in advance as possible to allow time for full consideration, but no less than 4 weeks before the activity initiates. A faculty member may not commit to or sign a contract for services with another organization until approval has been provided by the academic unit head or center director. All approvals will be assigned an expiration date, upon which approval for such arrangements must be renewed. In no case will approval be provided for more than one year. In order for a request to be approved, the online approval form must be submitted to the department head/center director, who will, once approved, send a copy of the form to the Conflict of Commitment Office.

DISCLOSURE PROCESS

All faculty are required to disclose all outside professional activities related to their institutional responsibilities, including those for which prior approval was required and obtained. Faculty should refer to the [policy](#) to determine the timeline by which activities must be disclosed. A separate disclosure form should be submitted for each activity. Some activities do not require disclosure under AC80, but do require disclosure under [RP06 \(Disclosure and Management of Significant Financial Interests\)](#), so faculty should consult both policies.

For further information refer to:

Conflict of Commitment Website (Office for Research Protections)
<https://www.research.psu.edu/coc>

Policy RP06 Disclosure and Management of Significant Financial Interests
<https://policy.psu.edu/policies/rp06>

Policy AC64 Academic Freedom
<https://policy.psu.edu/policies/ac64>

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