

# Oklahoma State University Policy and Procedures

## **PROCEDURES TO GOVERN OVERLOAD ASSIGNMENTS, OUTSIDE PROFESSIONAL ACTIVITIES, AND OTHER OUTSIDE ACTIVITIES OF FACULTY MEMBERS<sup>1</sup>**

**2-0111  
ACADEMIC  
AFFAIRS  
JULY 1, 1984**

### INTRODUCTION

1.01 Faculty members, as highly skilled professionals, possess expertise widely demanded by educational institutions, business, industry, and other private and public institutions. As a consequence, faculty members may engage in such activities as might improve the general welfare of the people of the state and nation, and/or develop their own professional competencies so long as such activities do not interfere with the faculty member's obligation to the University.

The following key principles are central to these guidelines:

- A. The faculty member's primary professional responsibility to the University must not be impaired by the time and effort expended in outside and/or overload activities and non-professional activities, i.e., all teaching, research, extension and administrative responsibilities must be met.
- B. Conflicts of interest<sup>2</sup> with the University are to be avoided in all outside activities.
- C. The faculty member's outside activities must be carried out in a manner consistent with all applicable state and federal statutes and University Regent's policies.

### OUTSIDE ACTIVITIES

2.01 The University expects faculty members to give their best professional effort to their University assignments. However, faculty members may devote a reasonable amount of time to outside professional and other outside activities provided it will not interfere with the responsibilities of the individual faculty member to the University.

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<sup>1</sup> The term "faculty member" herein is construed as meaning all University personnel holding faculty rank.

<sup>2</sup> Conflict of interest herein is defined by: 74 O.S. 1971 Sec. 1404, (See Attachment) subsequent legislation, opinions of the State Attorney General, and other applicable federal statutes.

2.02 Outside professional activities are defined here to be those consulting or similar non-University activities which are related to the professional expertise and responsibilities of the faculty member and for which extra compensation is received by the faculty. Participation by a faculty member in outside professional activities may be authorized when such activities add to development of the professional expertise of the faculty member and are in keeping with University, college and departmental goals and objectives and applicable laws and opinions of the State Attorney General. Consulting that does not result in further professional development of the faculty is discouraged.

2.03 Activities outside the area of professional expertise and responsibilities of the faculty member are defined as “other outside activities.” Faculty members, with the rights and responsibilities of all citizens, may become involved in these activities so long as such activities neither intrude upon the faculty member’s professional responsibilities to the University nor reflect unfavorably upon the image of the University.

#### INTERNAL ACTIVITIES AND EXTRA COMPENSATION FOR TEACHING, RESEARCH AND EXTENSION ASSIGNMENTS

3.01 The University is a heterogenous system composed of colleges, schools, and departments having different needs and missions. As such, what defines the mix of factors forming a faculty member’s workload will vary. Participation by a faculty member in extension activities, teaching and/or contract research, over and above the recognized workload, will be authorized when such activities are in keeping with University, college and departmental goals and objectives and with applicable laws and opinions of the State Attorney General.

3.02 The University may need to utilize faculty time on an overload basis in serving the public, its institutions and citizens through its missions of teaching, research and extension. In instances where faculty involvement in these activities is requested of a faculty member and are not a part of the recognized workload, compensation above and beyond the salary of the faculty member may be paid. All authorized overload activities shall be compensated for by comparable released time at a different time period or by extra compensation, preferably at the normal faculty salary rate. Each faculty member shall be free to evaluate continued participation in overload assignments, and shall be free to decline such assignments without prejudice.

#### POLICY ON PROFESSIONAL ACTIVITIES

4.01 The following policies are applicable for faculty members who participate in outside professional activities and/or overload teaching research or extension activities.

4.02 The faculty member’s primary professional responsibility shall be to the University.

4.03 Outside professional activities must not interfere with normal duties, including those extra responsibilities expected of all faculty members.

4.04 Administrative approval shall be obtained in advance from the faculty member's immediate supervisor for each proposed outside professional activity describing the nature and projected time commitment and any change as the activity progresses. In the event a request is denied, it shall be the responsibility of the immediate supervisor to state how the request is in conflict with this policy.

4.05 The faculty member shall not use privileged information for the purpose of private gain.

4.06 The faculty member must not use the name or logo of the University in any letterhead, advertising or other promotion of a personal professional outside activity in such a manner as to imply University sponsorship.

4.07 University services, personnel or facilities may be used in a non-University activity only after permission has been received and arrangements made for any required payment.

4.08 Participation by a faculty member in outside professional activities and/or the overload teaching, research or extension activities which results in extra compensation may be approved if such activities are in support of University, college and departmental goals and objectives and meet the guidelines established in this policy.

## PROCEDURES

5.01 This policy shall be administered by procedures similar in nature to those contained in Appendix D in the Faculty Handbook and formulated by the University administration. This document is intended to provide "guidelines" to cover most of the activities described herein. There has not been an attempt to provide for every conceivable situation. Good administrative procedures and responsibility are expected to handle special cases. The implementation of these guidelines must not result in excessive trivia in its administration either for the faculty or their supervisors.

5.02 The faculty member must notify the department head or immediate supervisor in advance when planning to participate in professional activities or other outside activities.

5.03 The faculty member will submit the completed form, "Notice of Intent to Engage in a Professional Activity for Extra Compensation," in advance of each professional activity for which extra compensation will be received.

5.04 Each "Notice of Intent to Engage in a Professional Activity for Extra Compensation" (Exhibit 1) submitted and signed by the faculty must be approved in advance by the Department Head and Dean (i.e., the next two levels of supervisors).

5.05 All out-of-state travel, whether for regular professional responsibilities or for outside professional activities for extra compensation, must be covered by an authorized travel request submitted in advance and documented and approved according to existing University travel

policies and procedures unless approval has been given for conducting them entirely on annual leave.

5.06 When engaging in outside activities, faculty members must make arrangements with the department head in advance to cover assigned responsibilities with special care taken for classroom responsibilities.

5.07 Faculty shall summarize each month the overload assignments and outside professional activities listing the days worked, client and nature of work on the form provided to the department head within the first week of the following month. (See "Faculty Monthly Report" form, Exhibit 2.)

5.08 Faculty on less than full-time appointment shall work out appropriate arrangements for a balance of outside activities to permit carrying out fully the University responsibilities of the part-time assignments.

5.09 Each department head shall summarize annually or more often for each faculty member the total days of overload assignments and outside professional activities for which extra remuneration has been received and report it to the Dean who, in turn, will prepare a college report and review it with the Vice President for Academic Affairs and Research.

Approved by OSU Board of Regents: February 17, 1984

# CONFLICT OF INTEREST

74 O.S. 1971 Sec. 1404 reads as follows:

No state employee shall:

- (a) Directly or indirectly solicit or accept compensation, gift, loan, entertainment, favor or service given for the purpose of influencing such employee in the discharge of his official duties. Provided, however, that this section shall not apply to bona fide campaign contributions;
- (b) Use his office position to solicit or secure special privileges or exemptions for himself or others, except as may be provided by law;
- (c) Disclose or offer to disclose confidential information acquired by reason of his official position to any person, group or others not entitled to receive such confidential information, nor shall he use such information for his personal gain or benefit;
- (d) Sell, offer to sell, or cause to be sold, either as an individual or through any business enterprise in which he holds a substantial financial interest, goods, or services to any state agency or to any business entity licensed by or regulated by the state agency, except as provided in Section 1405(a) of this title;
- (e) Receive or solicit any compensation that would impair his independence of judgment, for his services as an officer or employee of any state agency, from any source other than the State of Oklahoma unless otherwise provided by law; or
- (f) Accept or solicit other employment which would impair his efficiency or independence of judgment in the performance of his public duties.

Amended by Laws 1976, c. 153, Sec. 1.

OKLAHOMA STATE UNIVERSITY

Notice of Intent to Engage in a Professional Activity  
for Extra Compensation

DATE \_\_\_\_\_

\_\_\_\_\_ intends to engage in a professional activity for extra  
compensation under the following conditions:  University Function  External Organization

1. Name and address of contracting organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Beginning date of activity: \_\_\_\_\_

3. Termination date:\* \_\_\_\_\_

4. Time requirements:

a. On average, how many hours per week will be devoted to this activity?

\_\_\_\_\_

b. What classes, meetings, or other University duties will be missed?

\_\_\_\_\_  
\_\_\_\_\_

c. What arrangements have been made to cover any such duties missed?

\_\_\_\_\_  
\_\_\_\_\_

5. Nature of Professional Activity:

\_\_\_\_\_  
\_\_\_\_\_

(Continue on separate sheet if necessary)

Performance of the above described activity is consistent with the OSU Board of Regents approved "Guidelines to Govern Overload Assignments, Outside Professional Activities and Other Outside Activities of Faculty Members." (Policy and Procedures Letters 2-0111)

\_\_\_\_\_  
SIGNATURE

ADMINISTRATIVE ACTION OF NOTICE OF INTENT

Reviewed; activity determined to be consistent with University policy.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN

\*Approval is granted for each activity for no more than one year at a time unless an exception is approved by the Provost & Senior Vice President or, in the General Administration, by the President.

cc: Department Head  
Dean  
Applicant