



**SUBJECT: Faculty Outside Employment or Non-college  
Related Activities**

**REFERENCE:**

**1. PURPOSE**

**2. SCOPE AND APPLICABILITY**

**3. DEFINITIONS**

**4. POLICY**

**5. BACKGROUND OR EXCLUSIONS**

**6. GENERAL PROVISIONS**

**7. RESPONSIBILITIES AND PROCEDURES**

- A. Each full-time member of the faculty, when considering outside employment and non-college related activities, is subject to conditions as referenced in Board of Directors, Procedural Rule Series 36, Section 4.
- B. The appointment of a person to a full-time position at an institution is made subject to the following conditions:
  - 1. The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees in order to guide faculty members.



- 2. If outside employment or service interferes with the regular institutional duties of the appointee, the institution has a right to make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution and by the appointee's use of institutional equipment and materials.

C. Annual Review

- 1. The faculty member shall verify his/her status annually by completing the appropriate form included in the appendix under Instruction.
- 2. The signed form shall be placed in the faculty member's personal file.

8. CANCELLATION

9. SIGNATURE

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President

Date

**Attachments**

Outside Employment Form SCP 2562.A

**Distribution**

**Revision Date**

September 1, 2000