

HPEB procedure for requesting approval for outside professional activity by faculty members

Background

"Faculty members may conduct remunerated, professional work of an expert nature outside the university when the work contributes to their professional development and when it does not interfere with their research, teaching, and university service obligations" (USC Faculty Manual). The university requires prior approval and reporting of such activities.

The university is concerned about conflicts of interest or commitment. Conflicts of interest are "situations in which individuals may have the opportunity to influence the University's activities in ways that could lead to inappropriate personal gain or give improper advantage to their associates." Conflicts of commitment are "situations in which an individual's external professional activities, often valuable in themselves, interfere with the individual's paramount obligations to students, colleagues, and the University" (ACAF150).

Activities requiring prior approval and to be reported

"Outside professional activities to be reported should not normally include colloquia, authoring and editing of textbooks, paintings, and performances, but special attention should be given to compensated services, private practice or for-profit activities" (ACAF150). Review for potential conflict of interest or commitment is requested for:

1. "contract with any private sector entity (individual, business, or corporation), ownership of or equity holding in a business or corporation, management or board position in a business or corporation,
2. participation in a contract or proposal through an entity other than the University,
3. participation in a service or teaching contract with another college or university, and,
4. academic remuneration noted as fees and honoraria" (ACAF150).

HPEB procedure

If an HPEB faculty member wants to undertake an outside professional activity that falls into one of the categories numbered 1 to 4 above, the faculty member is required to request approval in advance from the HPEB department chair and then the dean. To do so, please send to the department chair an email message with the following information:

1. Brief description of project and sponsoring organization
2. Role of faculty member on the project
3. Time commitment and whether or not payment is to be made to the faculty member
4. Anticipated benefits to the faculty member's research, teaching, and/or outreach program
5. Statement that there will be no conflicts of interest or commitment (or if there is a potential conflict, explain it)
6. Statement that the faculty member requests approval by the department chair of this outside professional activity and requests that the chair forward the message with his or her approval to the Dean for approval

References

USC Faculty Manual: <http://www.sc.edu/policies/facman/fmhome.html>

University policy on outside professional activities (ACAF150): <http://www.sc.edu/policies/acaf150.html>.

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