

TO: All Full-time Faculty

FROM: Hal Baillie
Provost/Vice President for Academic Affairs

DATE: August 29, 2011

SUBJECT: Report of Outside Employment

This memo serves as a reminder of the provision in the *Faculty Handbook* concerning work outside the University.

Section 5.10 states:

A full-time faculty contract obligates the faculty member to devote the major portion of his or her energies to meeting faculty responsibilities. Accordingly, a faculty member wishing to engage in outside employment (for example teaching or coaching at other educational institutions or regular or continued employment in a business or professional enterprise) will provide the Provost/VPAA, in writing, with the non-financial details of the employment. The Provost/VPAA, after consulting with the appropriate chairperson and Dean, will grant or refuse approval, in writing. If the request is refused, the reasons for the refusal must be given. An approval, once granted, is to be renewed annually if the employment is continuing.

If you have not received the appropriate approval for this year, please complete the attached Report of Outside Employment form and **return** the form to your **Chairperson**. The **Chairperson** will sign and send to the **Dean**. The **Dean** will then forward the form to **me** with comments; I will return a signed copy of the form to you for your files. Thank you for your attention to this matter.

**UNIVERSITY OF SCRANTON
REPORT OF OUTSIDE EMPLOYMENT**

NAME: _____
 DEPARTMENT: _____
 ACADEMIC YEAR: _____

Section 5.10 of the Faculty Handbook portion of the Collective Bargaining Agreement states: Outside Employment – A full-time faculty contract obligates the faculty member to devote the major portion of his or her energies to meeting faculty responsibilities. Accordingly, a faculty member wishing to engage in outside employment (for example teaching or coaching at other educational institutions or regular or continued employment in a business or professional enterprise) will provide the Provost/VPAA, in writing, with the non-financial details of the employment. The Provost/VPAA, after consulting with the appropriate chairperson and Dean, will grant or refuse approval, in writing. If the request is refused, the reasons for the refusal must be given. An approval, once granted, is to be renewed annually if the employment is continuing. Upon the request of FAC, a list of all those who have sought such approval, and the decisions rendered, will be given. In those cases where individuals with specialized skills can only be obtained by hiring persons already employed, an exception to the above regulation should be explicitly included as part of the faculty member's contract, and FAC should be notified. Short term employment (e.g., a consulting assignment) that does not conflict with the faculty member's responsibilities to the University does not need approval.

Part 1. (To be completed by the faculty member):

I request approval to conduct the following professional work above and beyond those obligations for which I have contracted with the University of Scranton. Please describe the activity, the organization for which the services will be performed and the time commitment this outside employment will require.

Type of Work	Details	Time Commitment
Part Time Teaching		
Coaching/Tutoring		
Consultant Work		
Seminar/workshop instructor		
Other (describe):		

Part 2: The form must be signed by the department chairperson, and then the Dean before being sent to the Provost for final approval.

Chairperson's Recommendation: _____ Approved ___ Not Approved ___
 (Signature) (Date)

Dean's Recommendation: _____ Approved ___ Not Approved ___
 (Signature) (Date)

Provost/VPAA Approval: _____ Approved ___ Not Approved ___
 (Signature) (Date)

Cc Distribution: Dean, Dept Chair, Faculty Member