

April 18, 1995

**Department of Mathematics
Policy on Outside Professional Activities for Faculty**

A. Preamble

In accordance with University policy ACAF 1.50 (see USC Policy and Procedures Manual), the Department of Mathematics establishes this policy regarding outside professional activities for faculty and reporting requirements related to these activities. Nothing in this policy should be interpreted as negating any provision of the University policy or the Faculty Manual.

As an important part of its research, education and public service missions, the Department of Mathematics encourages and supports faculty participation in outside professional activities for the benefit of the faculty member, the University, and the community. However, these activities have the potential to result in a conflict of interest or a conflict of commitment for the faculty member.

Outside professional activities, as defined by this policy, must receive prior administrative approval and must not interfere with the fundamental responsibility of a faculty member to meet regularly assigned duties and obligations to teaching, research, and service including being regularly available to students and colleagues, which are normally expected of a faculty member and for which the faculty member receives compensation.

B. Definitions

The following definitions will apply throughout this policy:

Science, scientist, and scientific will represent any and all disciplines and units within the College of Science and Mathematics.

Professional activity will refer to a primarily scientific activity that "experts" in that faculty member's promotion and tenure unit are conventionally called upon to do.

Examples of activities that are not professional activities are giving paid or unpaid white water rafting lessons, serving as a scout leader, or religious activities.

Outside will refer to activities that are not within the class of activities reasonably expected to be performed by a faculty member in the unit for purposes of annual performance review or tenure and promotion.

A *conflict of interest situation* is one 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.

A *conflict of commitment situation* is one 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.

Immediate family means an individual's spouse, children, parents, and/or other members of the individual's household.

For the purpose of this policy, the following activities are examples of normal activities of a faculty member. Such activities are not considered to be outside professional activities and do not under this policy require prior approval nor need to be reported on the College of Science and Mathematics Outside Professional Activities Report.

1. colloquium talks,
2. developing instructional materials,
3. editorial board service,

4. participation in site visits or review panels dealing with scientific issues for funding organizations, government agencies or accrediting boards,
5. reviewing of scientific manuscripts,
6. service to scientific professional organizations,
7. talks to school groups or civic organizations on scientific subjects,
8. attendance and presentations at professional meetings,
9. an unpaid consulting activity in the faculty member's scientific discipline with entities outside the University that requires not more than four hours of effort per activity during the faculty member's normal work hours and that does not use more than a nominal amount of University resources,
10. activities funded or organized through the Office of Sponsored Programs and Research.

It is understood that faculty members at times receive compensation in connection with the above activities. The receipt of compensation, in itself, does not make an activity an outside professional activity under this policy.

For the purpose of this policy, the following activities are examples of outside professional activities for which prior approval must be obtained and which must be reported on the College of Science and Mathematics Outside Professional Activities Report:

1. paid consulting activities in the faculty member's scientific discipline,
2. an unpaid consulting activity in the faculty member's scientific discipline with entities outside the University that requires more than four hours of effort per activity during the faculty member's normal work hours or that uses more than a nominal amount of University resources (unless the activity is part of assigned duties),
3. active participation as a scientist in the faculty member's discipline in business activities or contracts,
4. serving as an expert witness in matters involving the faculty member's scientific discipline,
5. teaching courses or short courses in the faculty member's scientific discipline for entities other than the University of South Carolina,
6. participating in a contract or proposal through an entity other than the University of South Carolina that requires a faculty member to render service in the faculty member's scientific discipline.

Personal activities which are not directly related to a faculty member's profession as a scientist and are not performed during the faculty member's normal work hours are not germane to this policy and are not to be reported on the College of Science and Mathematics Outside Professional Activities Report.

If a faculty member contemplates other activities that might be thought of as outside professional activities, he/she should contact the department chair prior to agreeing to participate in these activities.

Persons with an adjunct faculty appointment in a unit are exempt from the prior approval and reporting requirements of that unit.

C. Procedure for Approval to Perform Outside Professional Activities

Requests to receive approval for outside professional activities should be made in writing by each participating faculty member to the Dean of the College of Science and Mathematics via the department chair. The request should include:

1. a description of the general nature of the activity,
2. any anticipated use of University resources,
3. the beginning and ending date of the activity,
4. the amount of time requested to perform the activity,
5. any potential conflicts of interest arising from the activity,
6. any potential conflicts of commitment arising from the activity,
7. the names of any other students, faculty, or staff who will be involved in the activity.

The response to the faculty member's request will be in writing within ten working days after application is made to the department chair.

So as to not restrict their ability to respond rapidly to unique opportunities, faculty members are encouraged to seek prior blanket approval for common types of expected or continuing activities in which they might participate.

D. Limitations on Outside Professional Activities

Full-time faculty will normally be approved for at most 39 days per academic year for outside professional activities. During sabbatical, leave without pay, or for any period between May 16 and August 15 that a faculty member is not supported by the University, there is no restriction on outside professional activities provided it does not represent a conflict of interest or use more than a nominal amount of University resources.

E. Reporting Requirements

Full-time and part-time faculty are required to submit a completed College of Science and Mathematics Outside Professional Activities Report to their department chair by January 31 of each year. The report will include a statement of use of University resources in outside professional activities, a separate accounting of the amount of time spent on paid and unpaid outside professional activities, a statement of any potential conflicts of interest, related to their outside professional activities, which they or members of their immediate families may have with the University or the State of South Carolina, and a statement of any non-university professional or income producing activities involving other University of South Carolina students, staff, or faculty.

The department chair may request additional information from the faculty member, if necessary, to determine if there is a conflict of interest or conflict of commitment.

The department chair is required to submit the Departmental Outside Professional Activities Report to the Dean of the College of Science and Mathematics by February 28 of each year. This report will indicate for each full-time and part-time faculty member whether there has been outside professional activity and whether there is an appearance of conflict of interest or conflict of commitment. If there is an appearance of conflict of interest or commitment, the chair will indicate action taken to resolve the conflict.

F. Intellectual Property

Intellectual property issues are governed by the Patent and Copyright Policy section of the Faculty Manual and by University Policies ACAF 1.33 and ACAF 1.39.

G. Effective Date

This policy takes effect for all faculty of the Department on August 15, 1995 provided that it receives the following approvals:

1. A vote of the tenure-track faculty of the Department
2. The Dean of the College of Science and Mathematics
3. The Vice Provost of Research