

# External Professional Activities of Faculty and Other Professional Staff

Policy 604.3

## 1 Introduction

## 2 Scope

This policy applies to any person who is employed full-time by Appalachian State University (or by a constituent institution or other agency or unit of The University of North Carolina) and who is not subject to the State Human Resource Act.

## 3 Definitions

The following definitions are established to insure equity and consistency in carrying out this policy:

### 3.1 External Professional Activities for Pay

Any activity that:

1. is performed on an individual contractual basis for an entity other than an constituent or other agency or unit of The University of North Carolina.
2. is based on the professional knowledge, experience, and abilities of the faculty or other professional staff member.
3. is undertaken for compensation to the individual, beyond the payment of a nominal honorarium or reimbursement for expenses or both.

### 3.2 Department

An academic department, a professional school without formally established departments, or any other administrative unit so designated by the Chancellor of Appalachian State University (or one of its fellow constituents, or by the President for the General Administration) for the purpose of implementing this policy.

## 4 Policy and Procedure Statements

### 4.1 Policy Adopted by UNC Board of Governors

4.1.1 The following policy statement was adopted by the University of North Carolina Board of Governors on November 9, 1979, and took effect January 1, 1980. Although this policy statement refers only to Appalachian State University, the intent of the Board of Governors is for it to apply to the University of North Carolina and all the constituent institutions.

### 4.2 Professional Affiliation and Public Services

4.2.1 Appalachian State University seeks to appoint and to retain, as faculty and other professional staff members, individuals of exceptional competence in their respective fields of professional endeavor. The University therefore encourages these individuals to participate in professional activities and to maintain professional affiliation based on their areas of knowledge and interest. These activities include those undertaken as:

1. Members of professional associations and learned societies.
2. Membership on review or advisory panels.
3. Presentation of lectures, papers, concerts, or exhibits.
4. Participation in seminars and conferences.
5. Preparation, review, or editing of scholarly publications.
6. Membership on accreditation bodies.

4.2.2 Such activities performed for nominal honorarium or reimbursement of expenses or both are encouraged so long as they do not conflict or interfere with the performance of University duties and responsibilities, and they shall not be subject to the procedures defined in the Procedural Requirements of this statement.

### 4.3 External Professional Activities For Pay

4.3.1 Because of competence in their areas of special knowledge and interest, faculty and other professional staff are also invited by various public and private organizations to provide, for pay, consultation and other professional services.

4.3.2 By engaging in these external professional activities for pay, these individuals have an opportunity through the practical application of their professional knowledge to enhance their own capabilities in teaching, research, and other University service. Participation of faculty and other professional staff in external professional activities for pay is therefore an important characteristic of academic employment that often leads to significant societal benefits. However, these external professional activities for pay are to be undertaken only if they do not:

1. Interfere or conflict with the performance of the primary obligation of the individual to carry out all University duties and responsibilities in a timely and effective manner; or
2. Involve any inappropriate use or exploitation of University facilities, equipment, personnel, or other resources; or
3. Make any use of the name of Appalachian State University or The University of North Carolina for any purpose other than professional identification; or
4. Claim any University or institutional responsibility for the conduct or outcome of such activities.

## **4.4 Procedural Requirements**

4.4.1 A faculty or other professional staff member who wishes to engage in external professional activity for pay shall complete the "Notice of Intent to Engage in External Professional Activity for Pay" (hereinafter referred to as "Notice of Intent"), which shall be filed with the head of the department in which the individual is employed. Unless there are exceptional circumstances, the Notice of Intent shall be filed not less than ten (10) calendar days before the date the proposed external professional activity for pay is to begin.

4.4.2 If, after a review of the Notice of Intent a consultation with the faculty or other professional staff member, the department head determines that the proposed activity is inconsistent with this policy statement, the faculty or other professional staff member shall be notified of that determination within ten (10) calendar days of the date the Notice of Intent is filed. In the event of such notification by the department head, the faculty or other professional staff member shall not proceed with the proposed activity but may appeal that decision to the administrative officer to whom the department head reports, and then to the Chancellor. A decision on any such appeal shall be given to the faculty or other professional staff member within ten (10) calendar days of the date on which the appeal is received. The decision of the Chancellor shall be final. Appeals shall be made in writing on the Notice of Intent form.

4.4.3 Departmental summaries of all Notices of Intent filed and of activities taken in response to such Notices of Intent during the preceding twelve months shall be submitted by department heads to the Chancellor each July, beginning in July 1980. (The summaries reported in July, 1980, shall be for the period January 1 - June 30, 1980.)

## **4.5 Special Provisions**

4.5.1 External professional activities for pay performed for another institution or agency of the State of North Carolina shall be in conformity with State policies governing dual employment and compensation, unless an exception to those State policies is expressly authorized by the Chancellor or the President.

4.5.2 The procedural requirements of this statement shall not be required of faculty and other professional staff members serving on academic year contracts, if the external professional activity for pay is performed and completed between the day following spring commencement and the first day of registration for the fall semester, provided that the activity does not conflict with this policy statement of the Board of Governors and is not conducted concurrently with a contract service period for teaching, research, or other services to the institution during a summer session.

4.5.3 Any agreement or contract for external professional activity for pay in effect prior to January 1, 1980, shall be reported to the individual's department head on the Notice of Intent form. If such agreement or contract is deemed to contain commitments that conflicts or interfere with this policy, the agreement or contract shall be modified by January 1, 1981, to eliminate the conflict or interference, unless other arrangements are approved by the Chancellor.

## **5 Additional References**

[Notice of Intent to Engage in External Professional Activities for Pay](#)

## **6 Authority**

## **7 Contact Information**

## **8 Original Effective Date**

# 9 Revision Dates