

**SUBJECT:** Other Employment, Faculty Consulting, and Clinical/Professional Practice

**DATE:** August 2018

**PURPOSE:** To delineate and clarify outside employment activities for faculty members

**REVIEW:** The policy will be reviewed when there are changes to the University Policy.  
Related OPs or other documents: [OP 32.07](#)

## **POLICY**

The purpose of this policy is as it relates to the College of Human Sciences based on the Texas Tech policy. The TTU policy states: *“Outside employment is defined to be any compensated service or employment by any entity, other than the university, of a university employee. The primary responsibility of university employees is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills. Outside employment must be compatible with the interests of the university and of such a nature that it will not detract from the effectiveness and performance of the employee.”*

The guiding elements from the excerpt above are *“compatible”* and *“will not detract from the effectiveness and performance of the employee.”* When *“compatibility”* and *“performance”* become issues, exceptions will not be made, and limitations will be enforced including a reduction in outside consulting and/or clinical and professional practice.

Section 1e of [OP 32.07](#) states: *“It is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be sought outside the university. Hence, with prior approval of administrative authorities, a staff member may do outside work for pay during the months of regular employment. However, such work must not interfere with normal duties, including those extra responsibilities expected of all faculty members. Therefore, the amount of time involved and absence from the campus while rendering outside services are of primary concern. This ordinarily should not exceed ten hours per week.”*

## **PROCEDURE**

Every September the faculty members will complete and submit to the Department Chair the [Other Employment, Faculty Consulting, and Public Offices Form](#). The Department Chair will review the information and outside consulting/clinical/professional practice hours will either be approved or returned with limitations provided. When abuses to the policy are found or exceptions are not disclosed, *“appropriate methods of enforcement of this policy”* will be employed (OP 32.07 Section 2).

Specific caution and careful consideration will be given to two important faculty groups:

1. *Those who are recent hires and/or are pre-tenure.* Though outside employment may be important to a faculty member’s development or even necessary to complete the criteria for licensure and supervision certification in some areas, outside employment must be conducted in a manner that will not interfere with appropriate progress toward tenure.

Faculty duties as outlined in individual letters of hire must be given priority. Once a faculty members' ability to fulfil normal duties and responsibilities are proven by a successful bid for tenure and/or promotion, the continuation of outside consulting/clinical practice should be reviewed and any changes addressed.

2. *Tenured faculty who have achieved a level of "competence in their fields that their service in a professional capacity will be sought outside the university" (OP 32.07 Section 1e).* As faculty members gain prominence in the community, opportunities for outside consulting/practice and the demands of such activities may increase; efforts to maintain professional balance are paramount. Priority should be given to faculty duties, and every effort should be made to boundaries to outside opportunities such that they do not detract from normal duties (e.g., teaching, research, service, outreach and engagement) and the "...*extra responsibilities expected of all faculty members.*" When faculty are approved to engage in outside consulting/clinical/professional practice, these activities must be "*compatible with the interests of the university and of such a nature that it will not detract from the effectiveness and performance of the employee*" (OP 32.07 Section 1a).

#### **DOCUMENTS INCLUDED**

[OP 32.07 Other Employment, Faculty Consulting, and Public Offices](#)

[Other Employment, Faculty Consulting, and Public Offices Form](#)