

Clarification: External Activities For Pay

University employment responsibilities include primary duties (teaching, scholarship, institutional service) and secondary duties. Secondary duties refer to certain professional affiliations and activities traditionally undertaken by faculty and other professional staff members outside of the immediate University employment context and benefit of the profession and higher education generally. Such endeavors (which may or may not entail the receipt of honoraria or the reimbursement of expenses) include membership in and service to professional associations and learned societies; membership on professional review or advisory panels, presentation of lectures, papers, concerts or exhibits, participation in seminars and conferences; reviewing or editing scholarly publications and books, and service to accreditation bodies. These professional memberships and activities are encouraged, as extensions of University employment, so long as they do not conflict or interfere with the timely and effective performance of the individual's primary University duties. Use of University facilities (office space, secretarial time, and the like) in connection with these duties is fully appropriate.

To be distinguished from these primary and secondary duties are what the Policy refers to as "external professional activities for pay". When activities are undertaken that are outside the course and scope of employment but nevertheless are based on the professional knowledge, experience, and abilities of the faculty member or EPA non faculty member, the Policy indicates that no inappropriate use of University facilities, equipment, personnel, or other resources may be made in connection with these activities. What constitutes inappropriate use of University resources has received the attention of the auditor and of this office for a number of years.

"External Activities for Pay" means any activity that is:

- 1) Not included within one's paid scope of university employment responsibilities;
- 2) Performed for any entity, public or private, other than the university employer;
- 3) Undertaken for compensation; and
- 4) Based upon the same professional knowledge, experience, and/or abilities of the faculty or professional staff member's employment with the university.

Conversely, activities for pay **not** involving such professional knowledge, experience, and abilities are **not** subject to the advance disclosure and approval requirements of the External Activities for Pay Policy – although they are still subject to the requirement that outside activities of any nature do not result in neglect of duty, conflict of commitment or interest, inappropriate uses of the university's name or marks, representations express or implied that the university endorses or supports such activities, or involves the inappropriate use of institutional resources, equipment, or office space to conduct such activities.