

Outside Work Guidelines

Overview

The fundamental obligation of the faculty member is to the College and the College regards its contract as one of full-time employment. Recognizing the value of faculty services to the larger community and the value of "work in the field" to faculty members, the College allows faculty members to engage in paid outside work for up to the equivalent of one day's time for each working week during the ten-month teaching year, provided that it does not in any way interfere with the full and punctual fulfillment of a faculty member's responsibilities to the College.

Please note the following:

- The equipment, supplies, or facilities of the College are not to be used in activities related to a faculty member's consulting or research which results in private gain unless the College receives full market value for such use from the faculty member or an entity for whom a faculty member is consulting or doing research. (A faculty member must have the approval of the Dean of the Faculty before using equipment, supplies, or facilities in outside consulting or research. He or she must also clear with the Chief Financial Officer/Comptroller of the College any arrangement involving payments to the College or income to the faculty member.) (*Faculty Manual Section II.X.A.5*)
- Faculty members are required to report promptly for approval of the Dean of the Faculty or his/her designate all activities or situations that might conceivably involve a "conflict of interest" between outside consulting or research and faculty responsibilities to Union College. A "conflict of interest" may take various forms but arises when any member of the faculty is in a position to influence the College's decisions in a way that could lead to personal gain by a faculty member or a faculty member's close relative(s), or give improper advantage to others to the College's detriment. (*Faculty Manual Section II.X.A.7*)
- According to the *Faculty Manual Section II.X.A.2*, by August 31 each year, all faculty members who have performed outside consulting or research for remuneration must report to the Dean of the Faculty the number of days spent in such activity during the preceding academic year. In practice, faculty members who performed outside consulting or research for (or less than) the number of days indicated on the original outside work request do NOT have to report their days to the Dean of the Faculty. Only those faculty members that have exceeded the number of days originally requested should notify, via email, the Dean of the Faculty the number of days performed for outside work and an explanation for doing so.

Please refer to the Faculty Manual sections II.X (Outside Work) and Section III.I.D ("Extra" Teaching: Evening Division, Overloads, Summer School, and Teaching at Another Institution) for definitive wording concerning outside work and extra teaching.

Completing the Outside Work Form

The Outside Work Approval form is used to clarify the outside work arrangement for a faculty member, and to understand the College resources being used. The faculty member performing the outside work should fill out and sign the form before submitting it to the Department Chair or Program Director for approval. Signing the form acknowledges understanding and agreement of College guidelines and those specified in the Faculty Manual. Approvals must be obtained from all other individuals in the order presented at the bottom of the form.

The Dean of the Faculty will make the final determination on whether the outside work is approved. A letter will be sent to the faculty member approving or denying the outside work engagement.

Outside work may not begin until an approval letter is provided by the College.