

II-VIII. OUTSIDE WORK

Since the fundamental obligation of a faculty member is to the College, and since the College regards its contract as one for full-time employment, faculty members should receive permission in writing from their department head before agreeing to extra employment of any nature. The department head must notify the Dean of the Faculty. This provision also covers employment on an "extra-load" basis whether at Union College or elsewhere.

Before a part-time position at Union College is offered to a member of the faculty of another college, the head of the appropriate Union College department must have written clearance from the appropriate department head or dean of the other college.

A. Paid Consulting and Research

The fundamental obligation of the faculty member is to the College and the College regards its contract as one for 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 spend not more than the equivalent of one day's time of each working week during the teaching year in consultancies and research for which outside remuneration is received. Faculty members engaged in "outside work," as defined above, are required to comply with the following procedures and guidelines:

- Faculty members must receive permission in writing from their department head and the Dean of the Faculty or his/her designate before agreeing (in writing or otherwise) to consulting work and shall disclose to the College the nature of the activity, the organization for whom the work will be performed, and estimated days during the year to be spent performing the work.
- 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.
- The College expects that outside work will be such that it will contribute to a faculty member's professional development.
- Outside work can not in any way interfere with the full and punctual fulfillment of a faculty member's teaching responsibilities and other responsibilities to the College (such as advising and committee service).
- 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.)
- The College's name is not to be used other than to identify the consultant or researcher as an employee of the College.

- 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.

B. "Extra" Teaching: Overloads, Summer School, and Teaching at Another Institution

1. Department Chairs must be informed of and approve all teaching duties at Union by departmental faculty members. No course may be listed without prior approval by the Chair. Courses offered by Chairs must be approved by the Dean of Academic Departments and Programs.
2. While faculty members are on sabbatical, they are not permitted to teach overloads without prior approval by the Dean of the Faculty. All teaching while on sabbatical must be approved in advance by the FRB when considering sabbatical requests.
3. Teaching a course at another institution while working full-time at Union — or on sabbatical leave — requires prior approval by the Department Chair and the Dean of the Faculty.
4. Generally speaking, faculty members requesting to teach more than two extra courses a year should have approval from the Chair and the Dean of the Faculty.

The fundamental obligation of the faculty member is to Union College and the College regards its contract as one for engaged employment. Recognizing the value of faculty services to the larger community and the value of "work in the field" to faculty members, the College generally allows outside work for no more than the equivalent of one full day's time each week during the academic year (September through June) for full-time employees.

Outside work approval is required for any arrangement with an external organization including, but not limited to, corporations, individuals, firms, organizations or other institutions of higher education when:

- The faculty member teaches at another institution, OR
- The faculty member is compensated, either directly or indirectly, for one or more outside work engagements for which the total time exceeds the equivalent of ten (10) full days during the academic year (September through June), OR
- The faculty member's outside work is such that College resources (time, supplies, equipment, facilities, etc.) are used for gain other than to benefit Union College when the work is performed. Infrequent, incidental use of College resources is permitted. Questions of appropriate use of resources can be directed to Academic Affairs, OR
- The faculty member's outside work with the external organization presents a potential or actual conflict of interest with Union College activities or responsibilities. 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; consultation with the Dean of the Faculty is welcomed.

Faculty members must seek approval from their Department Chair and the Dean of the Faculty prior to the start of any arrangement by following the guidelines established by the Dean of the Faculty office. Arrangements that fall under the definition of outside work but have been approved by an academic dean through other established procedures (e.g. grants, teaching while on sabbatical) need not obtain additional outside work approval.

For any approved outside work, the College expects that:

- Outside work will be such that it will contribute to a faculty member's professional development.
- Outside work cannot in any way interfere with the full and punctual fulfillment of a faculty member's responsibilities to the College (e.g. teaching, research, advising, service, committee work, etc.).
- The College's name is not to be used other than to identify the faculty member as an employee of the College.
- Faculty members reimburse the College for the full market value for significant use, repair, or maintenance of any equipment, supplies, or facilities used in the outside work arrangement. Consultation or approval from the VP of Finance and Administration may be required.
- Faculty members report to the Dean of the Faculty, by August 31st, any changes in assumptions or actual time work for approved outside work.