

## **Outside Employment of Faculty**

Each full time faculty member at the College accepts the appointment with the understanding that his or her primary employment responsibility during the academic year, and in summer terms in which one is teaching, is to the College. The College encourages faculty to offer professional advice concerning matters within their expertise to local, State and Federal agencies or departments; to conduct research and to prepare and publish results of their studies; to make addresses on subjects in which they are qualified and which are of interest to the public; to present concerts or exhibits; and to serve as officers or as members of committees of learned and scientific societies as well as community and civic groups. Faculty are also encouraged to serve on professional review or advisory panels and accreditation bodies, to review and edit scholarly publications and books, and to review performances and exhibits. Such activities are not normally considered as outside work, as long as these activities do not conflict or interfere with the timely and effective performance of a faculty member's primary employment duties.

As with the activities described above, outside employment must not interfere with full and proper performance of all College duties, and shall not in any way conflict with the best interest of the College. Faculty in the School of Business should note that the School of Business Faculty Manual limits outside activities to one day per week. The Department of Computer Science has similar restrictions.

The attached form is required of any faculty member who wishes to engage in work outside of regular duties, or who wishes to engage in activities that are not normally considered outside work but that are sufficiently extensive that the faculty member cannot perform his or her primary duties for a significant period of time. It should be submitted to the Department Chair **with sufficient time for consideration at all levels before the activity commences**. The Chair shall, within ten days, forward the request to the Dean and the Provost with any comments. The President has designated the Provost as his deputy on these issues, with the authority to approve or deny a request.

A faculty member may request standing approval for activities that recur annually or on some other regular schedule, with the understanding that the chair (and dean, if appropriate) should always be informed of the manner in which primary responsibilities to the College are being met.

**College of Charleston**  
**Notice of Intent to Engage in External Professional Activities For Pay**

Name \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_  
intends to engage in external professional activity for pay under the following conditions:

1. Name and address of contracting organization:

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2. Nature of proposed activity:

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3. Beginning date and anticipated duration of activity:

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4. On average, how many hours per week will be devoted to this activity?

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5. Remuneration to be received (required by Faculty-Administration Manual):

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6. In what manner will your primary responsibilities to the College of Charleston (meeting classes and holding office hours, service, professional development, etc.) be carried out during the period of this external activity?

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7. Describe possible benefits to the department and/or institution. (Optional)

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8. Are any other approvals for external activity active for this same time period?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please attach copies.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_ Chair: \_\_\_\_\_

Recommendation for Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

Date: \_\_\_\_\_ Dean: \_\_\_\_\_

Recommendation for Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

Date: \_\_\_\_\_ Provost: \_\_\_\_\_

Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

Copy sent to HR if dual employment with another SC agency: \_\_\_\_\_  
Initials Date