

NUMBER: ACAF 1.51  
SECTION: Academic Affairs  
SUBJECT: Outside Professional Activities for Full-time Faculty  
DATE: April 3, 2018  
Policy for: USC Upstate  
Issued by: Clif Flynn, Provost and Senior Vice Chancellor for Academic Affairs

- I. Policy: <http://www.sc.edu/policies/ppm/acaf150.pdf>
- II. Procedure for Approval of Outside Activities
  - A. The Preamble of ACAF 1.50 identifies two broad categories “in which either the mission of the University or the professional and ethical conduct of its faculty might be compromised...: ...conventional conflicts of interest situations in which individuals may have the opportunity to influence the University’s activities in ways that could lead to inappropriate personal gain or give improper advantage to their associates” and “conflicts of commitment situations in which an individual’s external professional activities, often valuable in themselves, interfere with the individual’s paramount obligations to students, colleagues, and the University in performance of his/her teaching, scholarship, research and/or creative activities, and service.
  - B. In order to avoid either of the two conflicts of interest listed in the Preamble of this policy, faculty must seek approval in writing from their chair (when applicable) and dean using the form below for any outside professional activities that they might wish to pursue before consenting to perform said activities. All outside professional activities that are submitted using the online professional activities form through the University’s central reporting system – [http://www.sc.edu/about/offices\\_and\\_divisions/provost/faculty/outside-%20professional-activities.php](http://www.sc.edu/about/offices_and_divisions/provost/faculty/outside-%20professional-activities.php) – must be approved via this process.
  - C. Teaching for another educational institution during one’s nine-month contract period is not permissible under any circumstances, as that is in direct conflict with a faculty member’s “paramount obligations” noted above. It is permissible outside of the contract period.
  - D. Other activities that could create a potential conflict of interest or commitment may include: a contract with any private sector entity (individual, business, or corporation); ownership of or equity holding in a business or corporation, management or board position in a business or corporation; or participation in a contract or proposal through an entity other than the University.
  - E. Outside professional activities should not result in cancellation of classes or otherwise interfere with a faculty member’s “paramount obligations.”

USC Upstate Full-time Faculty Outside Professional Activities Approval Form

Faculty Name:

Name of Organization:

Nature of professional activities:

Expected compensation:

Amount of work involved (e.g., number of days during contract period, length of commitment):

Dean's decision:

Approve

Disapprove (if disapprove, state why?)

Chair's Signature: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

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