

Medical University of South Carolina
Proposed Faculty Activities Policy
Consultancy Task Force
Revised Draft August 6, 2002

9.4 FACULTY ACTIVITIES

Medical University faculty members owe their primary professional allegiance to the University, and their primary commitment of time and intellectual energies should be to the education, research and service programs of the institution. The specific responsibilities and professional activities that constitute an appropriate and primary commitment will differ across colleges and departments, but they should be based on a general understanding between the faculty member and his or her department chair and college dean.

The assignment of a faculty member's division of responsibilities between academic activities is initially specified in the letter of offer and initial contract. Review and, eventually, reevaluation of division of obligations is carried out as part of the annual evaluation, at which time the faculty member and supervisor mutually agree upon any changes in the balance of instruction/teaching, scholarly activity, administrative responsibilities, community services, and, when applicable, clinical services, in keeping with the mission of the Medical University. The faculty member and the supervisor sign the Performance Appraisal Form, on which the percent effort for various assignments/responsibilities is outlined in writing. Should an agreement not be reached, either Faculty or Chair will proceed under policies detailed in Section 8 of the Faculty Handbook.

Members of the learned professions, whether faculty or administrators, by tradition and practice, give generously of their time, energies, and abilities to further their institution's goals and purposes and their own professional pursuits. Like other professionals, faculty members expend their principal productive effort on their professional work, which occupies time well beyond the norm for non-professional employment and may therefore be flexible in schedule.

9.5 FACULTY RECORD REVIEW

9.6 OUTSIDE ACTIVITIES

The University recognizes its responsibility to provide leadership and share expertise and knowledge with the private sector, government and society in general. The University encourages research, teaching, consulting, and service by its faculty that are designed to enhance the reputation of the University, improve the participant's competence, contribute to and more widely disseminate the store of human knowledge; promote effective and efficient use of society's resources; and help society define ethical standards. The University considers activities such as clinical practice, consulting and

educational services by faculty and assistance by faculty in various forms of technology and skills transfer, to be critical in meeting society's needs. Therefore, the University encourages members of its faculty to participate in extramural activities that are consistent with their primary responsibilities to the institution.

Full-time faculty members may, ~~following the approval and reporting~~ **in compliance with the policies and processes** described below, contract to perform independent research, to furnish services as a consultant, or both, provided such activity: a) does not interfere with the performance of other responsibilities as a faculty member; b) is limited in time; ~~generally not more than one day a week~~; c) is compatible with the interests of MUSC as a public academic institution; and d) does not require significant use of University resources or facilities. Faculty activities that use significant University time or resources should be handled as University grants or contracts in accordance with University and College policies and procedures regarding the determination of what constitutes significant time or resources.

Faculty participation in outside activities can create situations that may compromise either the mission of the University or the professional and ethical conduct of its faculty as defined in two major categories. The first regards conventional conflict 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. The second regards conflict of commitment situations in which an individual's outside professional activities, often valuable in themselves, interfere with the individual's paramount obligations to students, colleagues, and the University.

The policies in this document apply to activities of full-time or part-time regular faculty members during their period of contractual obligation to the university.

The following categories of activities guide the policies and procedures of the university:

Categories of Activities:

Category 1: MUSC contractual activities: Professional activities that are congruent with the faculty member's annual contract and practice plan are not considered outside activities, i.e., they are within the scope of their professional work and so specified in their employment agreements. Included may be activities such as preparation and presentation of research results, presentation to professional groups, peer review activities, and service as members of professional or community societies. These activities generally do not require prior approval unless they create a potential conflict of commitment or conflict of interest or are not previously included in the annual contract or practice plan. Faculty are not required to take annual leave to participate in these activities but are expected to meet any institutional or state reporting requirements related to off-campus activities including the completion of appropriate release or administrative leave forms and report of activities forms as required by the state.

Faculty may make their professional knowledge available to individuals and agencies outside the university including government agencies, other academic institutions, and non-profit organizations on a part-time or recurring basis **as part of their contractual duties or practice plan with prior approval. If not done through their contract or practice plan, they must use** personal time to engage in these activities **and refrain from using any University resources.** Faculty are expected to meet institutional and state reporting requirements related to off-campus activities.

~~**Category 2: Outside professional activities/consulting activities:** This is defined as professional work that is performed outside the university auspices and faculty member's contract that is substantively related to a faculty member's area of expertise and duties at the university.~~

Category 2: Private outside employment: This category refers to remunerative outside activity designed to enhance the income or wealth of the faculty member but not directly related to his/her area of expertise as a faculty member. These activities are not viewed as beneficial to the University and are not encouraged. If engaged in, they must pose no conflict of interest or result in any lessened contribution by the faculty member to the University. The outside activities of part-time or full time faculty must not impinge in any way upon the duties and responsibilities of the faculty member to the University and must only be done on personal time and without conflict with any scheduled university duties. University facilities or resources must never be used to support these activities.

Procedures:

Each college will be responsible for formulating a policy of professional and outside activity that is in compliance with University Policy and delineates the procedures and policies unique to its own Unit. The Provost will review and approve college policies and procedures on an annual basis. Faculty holding administrative rank such as chairman, dean, vice president, etc. are responsible for complying with these procedures in collaboration with their next level supervisor.

The following University level policies and procedures must be adhered to in the formulation and implementation of college level policies.

1. In their professional engagement beyond their normal university ~~and contractual~~ duties, faculty members have a responsibility to choose activities that contribute to their professional growth and the spread of knowledge and which support the broad purposes of the university.
2. When engaging in outside professional activity or other outside employment or involvement, faculty members have a responsibility to limit such activities so that they do not conflict with their primary obligations as faculty members or with the goals and needs of the university.

3. Faculty members should have a definition of their contractual professional activities (Category 1) in their contract and practice plan. Faculty and their department chairs are responsible for keeping the contract updated and accurate. Faculty have responsibility to report and seek prior approval for ~~outside professional activities (Category 2)~~ and activities that are not yet covered in their contract **or practice plan**.

4. Department chairs have a responsibility to keep informed of the contractual and outside professional activities of faculty members, to encourage such activities when they are consistent with the policies in this document and to advise faculty members of involvement in activities that might jeopardize the development and promotion of the individual, interfere with the individual's primary responsibilities, hinder the achievement of excellence in academic research programs, **be in conflict with policy**, or create a conflict of commitment or conflict of interest.

5. During the period of contractual obligation to the university the faculty members are required to submit written requests for permission in advance of participating in outside professional activity not previously described in their annual contract, unless they are on personal time at the time of participating in the activity. Prior approval is obtained by submitting an appropriate form, with a copy of the proposed contractual agreement, through the department chairman

6. Arrangements for all recurring outside activities not included in the faculty member's annual contract must be approved in writing by the department chair using the appropriate form, with a copy of the proposed contractual agreement, before the work is undertaken. This approval must be renewed annually if the activity is going to be continued during the subsequent calendar year.

7. If permission for a faculty member to engage in outside professional ~~activity (Category 2)~~ or to include a professional activity in their annual contract is denied, the department chairman must inform the faculty member, giving specific reasons for the denial. The Department Chair also has a right to refuse a prior approved activity if there is evidence that the faculty member cannot meet his/her primary obligation to the University. Faculty members who disagree with the decision may use the grievance procedure as outlined in the Handbook in Section 8.1

8. All faculty will submit an annual report of outside professional activities to their department chair at the time of their annual performance review.

9. The Dean will provide an annual report to the Provost of compliance with the college's policy including a report of all violations and resolutions of violations.

10. University facilities, resources, and equipment shall not be used in the furtherance of outside employment (Category 2) in any instance, and shall only be used for professional activities **that are covered in the faculty members contract or practice plan**, or when the faculty member is contributing financially to the unit's cost as a result of the activity. ~~or when approval has been given in advance in accordance with college level procedures.~~

Faculty engaged in outside activities on personal time may not use any University resources to support these activities.

11. Faculty members who do not abide by the principles and policies described in this document or in their college policy, and who fail to adjust their activities after appropriate warning by their department chairman and/or dean are subject to disciplinary action, including possible termination.

All professional and outside activities are subject to federal and state laws governing conduct. Employment of faculty by other state agencies or institutions must be accomplished through the procedures established by the state; remuneration is limited by law. Approval of such activity must comply with these policies

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