

# OREGON INSTITUTE OF TECHNOLOGY

## Outside Activities and Related Compensation

OIT-23-070

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Oregon Institute of Technology encourages its faculty members to engage in outside activities that will increase their effectiveness and broaden their experience in relation to their institutional responsibilities, which will also be of service to the community, the private sector and the nation.

### Activities Not Considered Outside of Institutional Obligations

Teaching, research, publishing, lecturing, advising governmental agencies, serving on advisory boards and membership in professional societies are considered regular work duties, provided that (1) the activities are related to the faculty member's professional field; and (2) no compensation is received other than royalties from publications or small honoraria typically given for such service.

### Activities Considered Outside of Institutional Obligations

Activities considered to be outside the faculty member's regular duties include, among others: employment, consulting for or providing other services to individuals or firms, serving on boards of directors or as officers for for-profit organizations, and engaging in commercial operations and practice.

Outside activities unrelated to OIT responsibilities and undertaken on personal time, regardless of whether compensated, are not subject to the Board of Higher Education and institution policies. However, if the faculty member, while on personal time, engages in outside activities that create a potential conflict of interest, the faculty member must provide written disclosure thereof in accordance with 4. below.

### Statement of Policy

Outside work is encouraged provided:

1. The outside activities do not substantially interfere with the performance of the faculty member's college duties, usually no more than the equivalent of one working day per week.
2. The scheduling of classes and other institute activities take precedence over the scheduling of outside activities.
3. The use of college equipment or facilities is expressly approved by the appropriate Dean.

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4. The outside activity is approved as evidenced by the proper filing of the OIT form "Outside Activity Approval Request" (Appendix A), before the activity begins if any or all of the following exists:
  - a. acceptance of compensation or ownership of equity in the case of a private entity,
  - b. service in a line management position or participation in day-to-day operations of a private or public entity,
  - c. service in a key, continuing role in the scientific and technical activity of a private or public entity.
5. Faculty members make it clear to outside employers, clients, or agencies (boards, juries, audiences, etc.) that they are acting as private individuals and do not speak, write, or act in the name of the college.
6. Faculty members do not use their campus telephone number, college business cards, or other college information in commercial listings or other documents, the purpose of which is to draw attention to the individual's availability for compensatory service.

The Dean of the school and either the Provost or the Vice President for Finance and Administration, as appropriate, will have the authority to approve the Outside Activity Approval Request.

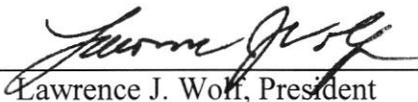
Faculty dissatisfied with the decision of the Dean, Vice President, or Provost pertaining to the Outside Activity Approval Request may appeal to the President. The President's determination will be final.

Failure to comply with this policy and the Board's rule on this topic may result in action against the faculty member for violation of OAR 580-21-020 Working Hours and 580-21-025 Professional Activities – Outside Employment. Further, unauthorized use of college equipment or facilities may result in personal liability.

Recommended by:

Faculty Senate – 11/05/92

President's Council – 11/16/92

Approved:   
Lawrence J. Wolf, President

Date: November 16, 1992