

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:08 DATE: November 1, 1981
 SUPERSEDES POLICY NO.: IV:02:02:08 DATED: November 19, 1979
 SUBJECT: Outside Employment
 APPROVED: Robert O. Riggs, President *Robert O. Riggs*

Tennessee State Board of Regents' Policy on Outside Employment (Policy No. 5:01:05:00) is hereby incorporated into and made a part of this policy.

Full-time faculty, administrators, and professional staff are subject to the provisions of this policy.

As defined herein this policy does not apply: (a) to normal, short-term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation; or (b) when the individual is not within the term of his or her contract period, or is on leave.

1. Prior to engaging in outside employment or continuing business activity, the faculty, professional staff member, or administrator shall discuss the proposed employment with the department chairperson or immediate supervisor. The department chair or supervisor shall recommend the approval or disapproval of such employment and submit it to the President through University administrative channels. The proposal should describe the nature of the employment and the expected commitment of time. The President shall determine whether the proposed employment is consistent with institution and State Board of Regents' policies. In the event that it is determined that the employment is inconsistent with such policies, the President or his designee shall notify the individual to that effect. The faculty or staff member may appeal such a decision through the normal institutional channels for handling grievances.
2. The proposed outside professional employment or continuing business activity:
 - a. must not interfere with assigned duties and responsibilities;
 - b. must not constitute a conflict of interest or compete with the education, research, or public service programs of the University.

- c. if involving employment with other agencies, departments, or institutions of State government, including State institutions of higher education, is subject to the prior approval of the President or his designee and the appropriate representative of the other agency, department, or institution;
- d. must not be undertaken with the claim that the individual is an official representative of the institution in connection with the employment; and
- e. if involving the use of institutional equipment, facilities, or services must have University approval and provide for compensating the institution at the rates established by the University.