

TO: All Full-time Faculty

FROM: Michelle Maldonado, Ph.D.  
Provost/Senior Vice President for Academic Affairs

DATE: August 28, 2023

SUBJECT: Report of Outside Employment

This memo serves as a reminder of the provision in the *Faculty Handbook* concerning work outside the University.

**Section 5.10 Outside Employment states:**

A full-time faculty contract obligates the faculty member to devote the major portion of his or her energies to meeting faculty responsibilities. Accordingly, a faculty member wishing to engage in outside employment (for example teaching or coaching at other educational institutions or regular or continued employment in a business or professional enterprise) will provide the Provost/SVPAA, in writing, with the non-financial details of the employment. The Provost/SVPAA, after consulting with the appropriate chairperson and Dean, will grant or refuse approval, in writing. If the request is refused, the reasons for the refusal must be given. An approval, once granted, may be renewed annually if the employment is continuing. Upon the request of FAC, a list of all those who have sought such approval, and the decisions rendered, will be made available to the University. Employment at other educational institutions in competition with the University constitute an inherent conflict of interest and are not permitted.

In those cases where individuals with specialized skills can only be obtained by hiring persons already employed, an exception to the above regulation

