**OUTSIDE ACTIVITIES/EMPLOYMENT**

**GUIDELINES**

The University System of Maryland Board of Regents Policy on Professional Commitment of Faculty (<http://www.usmd.edu/regents/bylaws/SectionII/II310.html>) establishes broad guidelines for avoiding conflicts of commitment…” That policy indicates that “Each institution of the USM shall develop and publish procedures to implement this policy. Such procedures shall include provisions for regular reporting by faculty members to the institution on all outside professional consulting or teaching and substantial external professional services, whether paid or unpaid.”

The Outside Activities Form (OA Form) serves as that reporting vehicle for the University of Baltimore.

**General**

1. For purposes of completing this form, “outside activities” refer to those activities that are not part of your regular UB faculty workload.
2. All full-time faculty are required to file the OA Form annually, whether or not approval of outside employment is being requested.
3. Full-time faculty members may undertake consulting, overload teaching, or professional services within the constituent institution during an appointment period for a stipend only with the *advance written approval* of the president or designee.
4. External professional services, whether income-producing or not, may be undertaken only when it is ensured that all responsibilities associated with the individual’s faculty position are fully satisfied and will continue to be met. See the UB Policy on Professional Commitment of Faculty (<http://www.ubalt.edu/policies/index.cfm?page=136>).
5. Faculty are asked to complete OE Forms prior to the end of the spring semester for activities to be performed the following summer and academic year.
6. The OA Forms must be approved by the division/department chair (as applicable), the dean, and the provost.
7. The combined total of outside activities may not exceed an average of eight (8) hours per week (20% effort) during the period of the faculty member’s contract.
8. For 9.5-month faculty, the eight-hour per week limitation does not apply during the summer months. However, summer activities should be included on the OA Form.
9. If a faculty member wishes to engage in a paid activity that was not included on the original submission, a revised OA Form must be submitted through the same approval process as the original Form, in advance of the contract start date.

**Completing the Outside Activities Form**

Check Here - If the faculty member will *not* be engaging in any outside employment during the next academic year. The Form must still be submitted, signed by the department/division chair and the dean and forwarded to the provost.

Nature of Intended Outside Activities – This includes but is not limited to:

1. External professional consulting, paid or unpaid. Be specific about the nature of the consulting, e.g., company or organization for whom the services will be performed, etc.;
2. External professional services, paid or unpaid. Be specific about the nature of the professional services, e.g., company or organization for whom the services will be performed, etc.;
3. All overload contracts within the University of Baltimore for:
	1. Overload teaching (maximum allowed of one per semester);
	2. Work on sponsored projects;
	3. Administrative work not included in regular workload; and
	4. Other work for pay beyond faculty salary.
4. Teaching outside the institution, paid or unpaid – Teaching at another institution must be reported here, but must also be approved through the following process ***prior*** to start of contract date:
	1. Request is made by the faculty member to the department/division chair, who forwards it to the dean along with his/her recommendation;
	2. Dean forwards the request and his/her recommendation to the provost;
	3. Provost’s decision will be communicated back to the dean.
	4. The Office of the Provost will prepare a letter to the outside institution approving the teaching assignment.