CHAPTER SEVEN
Compensated Outside Activities

For many faculty members, maintaining expertise involves applying academic skills and abilities. The University encourages faculty members to engage in consulting and other related compensated outside activities that are associated with an individual faculty member’s expertise and that develop her/his professional expertise. Benefits to the University of allowing faculty members to pursue compensated outside activities may include professional growth as a result of the opportunity to put theory into practice; improvement of student classroom experiences through development of case studies; development of new relationships in professional community beyond university that would yield internships or funding of applied departmental instructional programs; and new professional presentations and publications based on the activity.

Although compensated outside activities may be valuable for both faculty and the university, the primary responsibility of a faculty member is to fulfill the research, teaching and service commitments of her/his full-time appointment to the University. Faculty members have a responsibility to not undertake external activities that substantially burden or interfere with commitments to the university because tenured and tenure-track faculty members are expected to devote themselves to the university’s mission of teaching, research/scholarship/creative activity, and service. As a result, a full-time appointment conveys an obligation to maintain a meaningful presence on behalf of the University in the performance of responsibilities. For those with on-campus appointments, this obligation includes being accessible to students, staff and colleagues on campus.

As outside compensated activities are not part of the full-time commitments of a faculty member, they cannot be substituted for one or more commitments of a faculty member to teaching, research and service within the University. Correspondingly, the annual review of the performance of a faculty member is based only her/his regular responsibilities and duties as part of her/his full-time commitments to the University, which are negotiated annually on the basis of being equivalent to other faculty members in the unit, and consistent with Handbook and appropriate bylaws. The compensated outside activities are not part of the annual review, although their review may be included as an addendum to the annual review, indicating the benefit to faculty member, department and university of the activities. The primary responsibility for assessing the value of compensated outside activities rests in the academic departments and their bylaws.
These policy guidelines primarily concern long-term or continual/recurring short-term arrangements between faculty members and clients. Publication and/or editing of research/scholarship/creative activity and occasional, short-term non-recurring activities, such as participation in symposia, accreditation visits, research paper presentations, exhibitions, or recitals are not covered by this policy. Faculty members must notify and secure approval from their department head in advance of such long-term or continually recurring short-term activities.

During the conduct of compensated outside activities, faculty members must not make any use of the name of The University of Tennessee or of any of its constituent institutions (e.g., campuses or institutes) for any purpose other than professional identification, nor may she/he claim any University or institutional responsibility for the conduct or outcome of such activities.

Institute, college, and/or departmental bylaws should define the nature and allowable time commitments of appropriate compensated outside activities for a faculty member in the unit beyond the general description in this Handbook. When administrative officers such as deans or department heads believe that a faculty member has conducted inappropriate compensated outside activities as defined in these bylaws and/or the Handbook, they may initiate administrative disciplinary action. In such cases, a faculty member has the right to the appeals processes described in Chapter 5 of this Handbook.

Faculty compensation through grants and contracts is not compensated outside service and is covered separately by UT Fiscal Policy [http://admin.tennessee.edu/acs/5010.htm].

Policy Provisions:

1. Should a faculty member wish to pursue compensated outside activities, the faculty member and her/his department head must agree about the faculty development benefits that will be gained by the planned activities, as part of the annual review process. During the year after a review, if a faculty member has an opportunity to pursue a new compensated outside activity or if any significant changes to an agreed plan from the last annual review occur, the faculty member must report the situation to her/his department head, and develop a new or revised plan with the head’s concurrence.

2. The University does not place a formal limit on the effort that faculty member may use in compensated outside activities, but rather requires that those activities do not
contribute to a less than satisfactory performance of her/his full-time commitments in
research, teaching and service to the institution. As long as a faculty member is
performing the work of their full-time commitments to the University in a satisfactory
manner, it is appropriate for a department head to support a faculty member’s desire to
pursue compensated outside activities that comply with departmental, college and/or
institutional bylaws, and are professionally beneficial to the faculty member, department
and University. If the faculty member’s performance of those activities is inconsistent
with a faculty member’s obligations to the University or the performance of the faculty
member’s work for their full-time commitments to the university is less than satisfactory,
a department head and dean may restrict compensated outside activities. This policy does
not apply to compensated outside activities conducted in the summer by faculty on an
academic-year appointment.

3. While conducting compensated outside activities, no unauthorized activity is
permitted involving significant direct expense to UT or significant use of university
facilities, equipment, or services unless procedures and fee schedules have been
established. Faculty and staff wishing to use University resources to conduct
compensated outside activities must have an official written UT agreement specifying the
nature of work to be performed; the kind of equipment, supplies, material or services to
be used; the extent of the use; and the amount to be paid to the University. The amount
may not be less than the University’s cost or a fair market value. A written agreement
must be approved in advance by the appropriate department head, dean/director, and
chief business officer. [Link to UT Fiscal Policy 135:
http://admin.tennessee.edu/acs/5135.htm]

4. Noncompliance with this policy for compensated outside activities may be considered
as a negative factor during promotion and tenure decisions, salary determinations, and
requests for released-time, and other institutional support (e.g., a faculty member’s
compensated outside activities may be limited if his/her performance of assigned
activities is less-than-meets-expectations). Serious and/or continuing noncompliance also
may result in other sanctions (e.g., reduction in allowable percentage of compensated
outside activities, salary reduction, restitution for cost of equipment, termination for
adequate cause).

All parts of this policy on Compensated Outside Activities are intended to be consistent
with The University’s other policies regarding conflict of interest
[http://www.utk.edu/classifieds/conflict/], ownership of commercial ventures [link],
intellectual property [link], and Faculty Handbook provisions regarding academic
freedom as stated in Chapter 2 [link].