

Citadel School of Science and Mathematics

Policy on Collateral Employment

Adopted 25 September 2007

Preamble

This policy statement provides guidance to faculty of the School of Science and Mathematics in meeting the requirements of the Outside Work Policy outlined in Section III.S. of *The Citadel Faculty Manual*. This policy augments, but does not supersede, any provision of Section III.S of the Faculty Manual.

A Citadel School of Science and Mathematics faculty member owes their primary professional allegiance to The Citadel; their primary commitment of time and intellectual energy is to the education, research, service and scholarship programs of the College. The Citadel Faculty Manual describes the responsibilities of the faculty. The College requires that its faculty members not only meet their classes; but it also expects that they will be available to students outside of the classroom, will carry their share of committee responsibilities, and will remain productively involved in scholarship/research and professional activity.

However, the School of Science and Mathematics encourages faculty members to facilitate the transfer of knowledge gained through their scholarly academic experience to applications that can benefit South Carolina and the nation. Moreover, experience gained by a faculty member in the course of compensated professional activities is expected to enhance their teaching and research or scholarship qualifications to the benefit of the College.

Policy Statement

Every faculty member of The Citadel School of Science and Mathematics must ensure that any outside endeavor *does not create (even the appearance of) a conflict of interest or a conflict of commitment.*

Compensated professional activity requires prior approval of the Department Head and Dean as specified below. Assuming prior approval has been given for a compensated professional activity, faculty members are expected to arrange any outside obligations, financial interests, and activities as to not impede or conflict with their College duties and responsibilities or to violate College policies.

Advertising of professional services for compensation may not appear on Citadel supported webpages.

This Policy is not concerned with unremunerated activities, whether of a charitable or professional nature. However, *when any activity interferes* with a faculty member's responsibilities to the College, including accessibility by students, staff, and other clients, a conflict of commitment will exist.

Definitions

A conflict of interest occurs when there is a discrepancy between a faculty member's private interests and their professional obligations to The Citadel such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

A conflict of commitment occurs when the time devoted to external activities adversely affects a faculty member's capacity to meet their college responsibilities. Any outside employment, and even activities such as pro bono work and government service in the public interest, must be managed so as not to take precedence over a faculty member's primary duty to the College. The time allowable will vary among individuals from one type of proposed activity to another, and will be affected by specific departmental needs to meet teaching, research, service, and governance functions of their department. As a practical guide and subject to prior approval, the School of Science and Mathematics may approve the equivalent of up to approximately one day per work week during the academic year of compensated professional collateral employment for full-time faculty. Such time is not an automatic entitlement and requires prior written approval by the Department Head and Dean.

Compensated professional activities, including outside consulting, refers to a paid service as a technical, professional advisor or practitioner. It is the use of one's professional capabilities to further the agenda of a third party for personal financial gain, whether one is on the payroll of the organization, working as an independent contractor, or serving as a director or manager.

Process

Consistent with Section III-S.4 of The Citadel Faculty Manual, a faculty member must request prior approval of all compensated professional activities, except single-occasion activities. The request for approval shall be in the form of a brief memorandum which includes:

- A description of the outside activity;
- Benefit to The Citadel School of Science and Mathematics (how it enhances or augments teaching, research/scholarship and/or service);
- Estimated number of hours during an academic week;
- Location where work will be performed; and
- The approximate overall timeframe of the activity.

Upon the approval by the Department Head, a copy of the memorandum shall be forwarded to the Dean of the School of Science and Mathematics for final approval.

In the case of any consulting activity performed by the Dean of the School of Science and Mathematics, a similar memorandum shall be forwarded to the Provost of the College for his/her approval.