

Stetson University Outside Employment Policy

Professional activities outside of the University are valued insofar as they enhance the professional growth of the faculty member and thereby the learning experiences of students. Outside professional activities may also aid in faculty development and in bringing favorable recognition to the University. Underscoring the primary professional obligation of full-time faculty to the University, the Stetson University Outside Employment Policy specifies that faculty must report and obtain approval from their Dean/Library Director for any employment outside of the employee's full-time appointment at Stetson University. Approval is based upon assessment of the degree to which outside employment may pose conflicts of interest or commitment or positively or negatively affect the University's reputation. Outside employment includes compensated work such as consulting, serving on a paid board of directors, teaching elsewhere, or paid work for a business or enterprise.

3.3.14 Outside Employment

Permission must be obtained from the University by application to the appropriate Dean in order for a full-time faculty member to accept part-time outside employment. The Stetson faculty believes that no member should engage in any outside activity that is beneath the dignity of the professional community, or so time-consuming as to detract materially from his/her ability to carry out his/her duties as a member of the faculty. Wanton and persistent disregard of this principle shall be deemed grounds for dismissal.

Faculty also should be aware of the University policy on conflict of interest as follows:

4.1.5 Conflict of Interest Policy

An officer, faculty or staff member, or employee of Stetson University may be considered to have a conflict of interest if such person has existing or potential financial or other interests that impair or may reasonably appear to impair such person's independent judgment in the discharge of his or her responsibilities to the University. All personnel must disclose to their supervisor, department head, or appropriate University officer any possible conflict of interest at the earliest practicable time.

Employees may utilize the name of Stetson University for identification of his or her affiliation with the University when engaged in activities outside the University. Employees should make reasonable efforts to ensure that indication of their university affiliation in outside employment or professional practice does not reflect institutional endorsement of any action or position taken by the employee.

To document your compliance with these policies, please complete and return this form to your Dean/Library Director by September 1, indicating whether or not you are employed outside of Stetson University. Should outside employment be considered for any opportunity that occurs after September 1, you must complete and submit another form for approval from your Dean/Library Director. Questions about this policy should be referred to the appropriate Dean/Library Director.

During the 2011/2012 Academic Year, I have the opportunity to accept or continue the following outside employment. I certify that these outside employment activities adhere to University policy and will not conflict or interfere with my duties as a full-time member of the Stetson University faculty. I acknowledge that it is inappropriate to use Stetson resources to support my outside work. (Attach extra pages, as necessary, to describe the duties of the position(s), time commitment, and contribution to the University's mission of teaching, professional development, and public service.)

Position: _____

I am not currently employed outside of the University.

Faculty Name

Faculty Signature

Date

This outside employment is: Approved Not Approved

Dean/Director Signature

Date

Dean/Director approval and related documentation will be forwarded to the Provost and will be kept on file in the Office of Academic Affairs. Approval may be withdrawn at any time.