

## UNIVERSITY OF PITTSBURGH POLICY 02-06-01

**CATEGORY:** ACADEMIC AFFAIRS  
**SECTION:** Faculty Payroll/Personnel  
**SUBJECT:** Outside Employment  
**EFFECTIVE DATE:** August 10, 1988  
**PAGE(S):** 2

### I. SCOPE

This policy establishes the conditions under which faculty members may perform professional services outside the University (outside employment), or internally, but outside their department, school or regional campus.

### II. POLICY

#### PROFESSIONAL SERVICES PERFORMED OUTSIDE THE UNIVERSITY

The University recognizes the obligation to make the special knowledge and intellectual competence of its faculty members available to government, business, labor, and civic organizations; as well as the potential value to the faculty member and the University.

For the protection of the interests of all parties, the faculty member must ensure that such outside interests do not:

- Conflict with responsibilities assigned within the University
- Lead to a conflict of interest
- Commit him to partisan interests which might interfere with personal objectivity in teaching or research

The name, property, and facilities of the University are not to be used in work for which personal payments are received.

Since the primary responsibility of the faculty member is to the University, time given to outside activities is not to exceed one day per week.

Fees for outside work are to be commensurate with the faculty member's professional standing.

Permission from the department chairman, dean or campus president is required.

Some of the professional schools have adopted more restrictive policies including:

- Prohibiting outside earnings
- Limiting earnings to a percentage of the University contract salary
- Requiring that earnings be shared with the University

#### PROFESSIONAL SERVICES PERFORMED INTERNALLY, BUT OUTSIDE THE FACULTY MEMBER'S DEPARTMENT, SCHOOL OR REGIONAL CAMPUS

A course taught in another department or school, which is also open and relevant to students of the department or school of which the instructor is a member, is provided without extra compensation or transfer of funds.

- However, the course is considered in determining the instructor's work load.

Occasional assistance in regular courses offered in other parts of the University that carry no extra remuneration include:

- Giving a lecture
- Serving as a resource person
- Substituting when the regular instructor cannot be present

No compensation is provided for assistance of this type regarding special programs conducted by a department or school as a part of the University's program, where no income is available for instructional services.

- This particularly applies to visits of educational exchange groups.

Short term contract programs and other special undertaking on a self financing basis, for which intensive preparation is required, ordinarily carry compensation.

- Payment is made to either the department or school providing the instructor, or the individual, as determined by the dean or campus president concerned.

### **III. REFERENCES**

[Policy AC 50, Payroll Base Period and Overload Pay](#) (formerly 02-06-02)

[Policy AC 68, Third Term/Session Appointments: Salary Administration](#) (formerly 02-06-03)