

AD-77 GUIDELINES
Donald P. Bellisario College of Communications

[AD-77 \(Engaging in Outside Professional Activities\)](#) addresses conflict of commitment in the professional activities of faculty. While much of the policy restates and integrates existing policy on conflicts of interest and consulting, there is a new prohibition:

University employees are prohibited from teaching at another institution in a manner inconsistent with their College's Guidelines for the Implementation of AD77 unless prior written approval is obtained from the Budget Administrator and Budget Executive. Courses (resident or online) taught at another institution must not compete with coursework offered by the University. For purposes of this Policy, there is no distinction between resident or online teaching....

The University reserves the right to determine whether outside activities adversely affect the University mission. This provision applies throughout the calendar year, irrespective of the actual appointment period and subject to the discretion of the University....

Each College/Unit must promulgate its own set of Guidelines for the implementation of AD77. (Italicized text is quoted from AD77).

The AD-77 policy asks colleges to note activities that need no prior permission and those that do. While AD-77 addresses conflict of commitment in the professional activities of Penn State faculty, these Guidelines are intended to govern the policy's implementation among Bellisario College of Communications faculty. AD-77 is rightly concerned with external activities that may "compete" with University interests or that "interfere" with employees' primary University responsibilities.

This policy does not address teaching or other supplemental activities within the College or within other colleges and units of the University.

College policies regarding the awarding of tenure, promotion and employee responsibilities and assessment encourage external activities. Such activity is presumed to be of inherent benefit to the interests of both the College and the University. Faculty and employees are expected to pursue continued development of expertise and skill applications in the areas of teaching, research and service; the presumption inherent in this expectation is that most such activities serve to extend the educational, service and research missions of the institution.

These Guidelines are intended to reaffirm such expectations by setting forth a College process of notification and, in some cases, approval for external activities. Since the contexts of such outside activities can vary greatly, and since the development of activities from faculty expertise cannot often be predicted, individual faculty are presumed best equipped to assess whether external activities may constitute questionable competition or interference.

Activities not approved. The following academic activities will not be approved:

- Tenure at another institution of higher education (except of course for a faculty member who holds a visiting rank here).

Examples of activities requiring advance notification and approval. Faculty engaged in the following activity are required to notify their Department Head and seek approval from the Associate Dean or other designated Budget Administrator and Budget Executive:

- Teaching for credit at another institution of higher education. As per AD-77, this policy applies “...throughout the calendar year, irrespective of the actual appointment period.” Such activity is discouraged during the academic calendar year. Such activity may be permitted during the summer if the faculty member demonstrates that such teaching does not compete with University offerings.
- Teaching at another institution while on a sabbatical or a fellowship. Sabbatical and fellowship activities require prior approval by the college. See AC17 (Sabbatical Leave).

Examples of activities requiring notification. Faculty engaged in the following activities are required to notify in advance the Department Head and the Associate Dean or other designated Budget Administrator and Budget Executive:

- Chairing a Masters’ or Doctoral committee at another institution of higher education
- Holding an honorary chair at another institution
- Running a lab at another institution

Examples of activities requiring neither notification nor approval. Faculty engaged in the following activities do not require notification or approval of the Department Head, Associate Dean, the Budget Administrator nor Budget Executive:

- Giving a seminar or short course at another institution
- Serving on a Master’s or Doctoral committee at another institution
- Teaching at another institution that is not for academic credit, including professional education courses, that does not compete with the University’s interests.
- Teaching not in the faculty member’s area of expertise of their appointment at Penn State
- Teaching at another institution by our FT-2 faculty

Parts of this policy are drawn from the policies of the colleges of Liberal Arts, IST and Smeal.

Related Policies:

[AC80 Outside Business Activities and Private Consulting \(Formerly HR80\)](#)

[AC64 Academic Freedom](#)

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