Outside Employment Approval Form
FAQs for Academic Administrators and Full-Time Faculty

1. Can Kent State University employees participate in outside enterprises and/or be employed outside the University?

Yes. The University encourages activities of a professional nature if the activities are consistent with the individual’s responsibilities to the University and in furtherance of the aims of the University. (See, University policy regarding outside enterprises including employment of faculty and academic administrators, University Policy Register 3342-6-24 http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2038594.)

2. How do administrators and faculty get approval for outside employment and/or other outside activities?

The University currently uses the “Outside Employment Approval Form” to implement the University policy regarding outside enterprises including employment of faculty and academic administrators. Full-time faculty members receive a copy of the form with their annual employment contracts. Academic administrators should submit the form as part of their annual performance evaluation. In the event an employee has no outside employment or other activities to report, the employee simply checks “no,” signs the form, and returns the form to his/her responsible administrator. The form can be found at http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2038594.

3. Who must approve requests submitted on the “Outside Employment Approval Form?”

For departments and schools on the Kent Campus, the Department Chair or School Director, the College Dean and the Provost must approve the form. For colleges without department or school and University Libraries on the Kent Campus, the dean and the Provost must approve the form. On the Regional Campuses, the Regional Campus Dean and the Provost must approve the form.

4. Does submitting an “Outside Employment Approval Form” suggest an employee is doing something inappropriate?

Absolutely not. The University recognizes that one mark of an individual’s distinction is the esteem in which he/she is held by those outside the University who may request her/his expertise. University policy encourages outside activities of a professional nature if the activities are consistent with the individual’s responsibilities to the University and in furtherance of the aims of the University. However, all full-time faculty and academic administrators are required to complete this form and disclose any outside employment at least annually.

5. What about teaching at another educational institution or online university?

In the special case of a second teaching activity, it is inappropriate for a full-time faculty member or full-time academic administrative officer while under contract to the University to accept employment by a
neighboring or other external organization to teach courses or to accept similar forms of employment if it conflicts with the employee’s primary responsibility to the University.

6. **Should employees include outside employment or other external activity that supports research or creative activity or that is required to maintain a professional license, certification or competencies on the “Outside Employment Approval Form?”** What about engagements as a consultant, evening and weekend employment or other external activities?

Yes, employees should include detailed information as to the type of activity and the amount of time that they plan to commit to the activity. As full-time Kent State University employees, faculty members and academic administrators have a contractual and professional responsibility to the University as the primary employer. Full-time faculty and academic administrators are required to seek and obtain approval prior to accepting any continuing remunerative employment. University Policy does not define “continuing remunerative employment;” however, normally, employment which continues beyond a one-time engagement for which compensation is received would be considered “continuing remunerative employment.” Examples include, but are not limited to ongoing work as a consultant with one or several clients, an ongoing teaching engagement, serving in an editorial position, and any other relationship that continues for some period of time and for which compensation is received.

7. **When does outside employment, a second teaching activity, or other outside enterprise conflict with an employee’s contractual or professional responsibilities to the University?**

If a question or reservation about the effect of outside employment, a second teaching activity, or other outside enterprise upon an employee’s contractual or professional responsibilities to the University arises, the employee and the responsible administrator shall inform and consult with each other about the proposed outside employment, teaching activity or enterprise. Academic units are encouraged to include information about the “Outside Employment Approval Form” and unit- and discipline-specific information about what types of outside employment and/or other activities might be appropriate in their handbooks. If guidance is not available in the handbook, faculty members and academic administrators should consult with their responsible administrator about the appropriateness of any outside employment, second teaching activity or outside enterprise. Through this consultative process the employee and the responsible administrator should be able determine the appropriateness of the employment or activity.

8. **What if full-time faculty and academic administrators do not report outside employment and other external activities?**

If an administrator learns of non-compliance with University Policy 3342-6-24, he/she should consult with the employee about the alleged non-compliance. If the issue is not resolved, the administrator will initiate a review by the appropriate advisory committee. If non-compliance is found, disciplinary action, consistent with the University’s established academic policies and collective bargaining agreements, as applicable, is possible.

9. **What options does an employee have if a request to engage in external activities is not approved or the employee disagrees with the findings of an advisory committee review?**

An appeal from a denial of permission to engage in external activities, or against the findings of an advisory committee review, may be lodged with the next higher administrative officer.