

Policy on Outside Employment and Conflicts of Interest

Institutional employment shall be the principal vocation of full-time faculty and staff. However, a faculty or staff member may engage in outside employment subject to the following conditions:

1. Outside employment may not interfere with efficient performance of the institutional assignment. Staff members are expected to request permission from their supervisors before accepting any outside employment during normal working hours.
2. The outside employment may not conflict with the interests of the College, and may not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties. It is the responsibility of faculty and staff to recognize potential conflicts and to prevent them.
3. Consulting by staff shall follow the policy and procedures of the appropriate department.
4. Full-time faculty who wish to take on additional teaching at another institution shall make the request in writing to the department chairman and the President.

