

Georgia State University

OUTSIDE FACULTY ACTIVITY POLICIES

312.04 OUTSIDE ACTIVITY

Faculty responsibilities to the institution and to the State of Georgia with regard to outside activities are specified below. Board of Regents' policies governing outside activities are included in Appendix R.

312.04.01 Board of Regents Policies on Outside Activities

A. Occupational

1. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
2. All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
3. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
4. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

(Source: [BOR Policy, Section 802.1601](#))

B. Consulting

Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature, and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Each unit of the University System shall adopt guidelines governing consulting activities of faculty members which shall include the following:

1. a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons;
2. a procedure for obtaining prior approval of the president or his designee; and
3. a procedure for defining and prohibiting conflicts of interest.

(Source: [BOR Policy, Section 802.1602](#))

C. Political

As responsible and interested citizens in a democratic society employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities are hereby adopted:

1. employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the System;
2. employees may not hold elective political office at the state or federal level;
3. employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office; and
4. employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

(Source: [BOR Policy, Section 802.1603](#))

312.04.02 Consultancies with Non-State Agencies

No member of the faculty of the University shall engage in any outside work or activity if it interferes with the regular and punctual discharge of his/her official University duties and responsibilities.

Prior to engaging in remunerative outside work or activity, a faculty member must file a description of the nature and extent of the outside work or activity with the dean of the appropriate college or school, and shall not continue or undertake such employment if notified of the disapproval of such undertaking. A copy of the appropriate form for receiving approval is available from the offices of the deans.

Practical considerations necessitate a limit of not more than one day a week average for any calendar term during those portions of the year when the employee is on full-time duty.

312.04.03 Consultancies with State Agencies

As stipulated by state law, while a full-time employee of the University, no one may be employed by any other University System institution or State of Georgia agency, board, or department prior to the negotiation of an agreement between the University and the employing organization. A prerequisite for such agreement is the certification of the chief executive officer of a university that the person to be employed is available to perform such services, and that the performance of such services will not detract or have a detrimental effect on the performance of said person's full-time employment, and, where appropriate, that the part-time employment of such person by the employing organization will be in the best interest of the State.

The chief executive officer of the department, agency, commission, authority, college, or university which desires to obtain the services of a full-time faculty member at Georgia State University shall certify in writing the need for the services and set forth why the best interest of the state will be served by obtaining the part-time services of such a person in lieu of obtaining such services from a person not presently employed by the State.

312.04.04 Business Activity with the State

With certain exceptions, Georgia State University employees are forbidden, under state law, from transacting any business with the University System of Georgia either on their own behalf, or on behalf of any business in which the employee or a member of his or her family has a substantial interest. Furthermore, if an employee of Georgia State University is to be employed by any other state agency, department, or commission, then an agreement authorizing such employment must be entered into between the agency for whom the University employee will work and the University.

Any University employee who transacts any business with the state or any agency of the state, or if an employee's family has a substantial interest in a business which transacts business with the state (substantial interest means the direct or indirect ownership of more than 25 percent of the assets or stock of a business), then such University employee must file a disclosure report. This report is due on January 31st in the Office of the Secretary of State and must list each transaction and the dollar amounts involved. The failure to file disclosure forms when required could subject an employee to a \$10,000 fine and termination of employment. These disclosure forms do not have to be filed if a single transaction does not exceed \$250 and the total of all transactions in the calendar year does not exceed \$9,000. Further information and disclosure forms may be obtained by contacting the Assistant Vice President for Legal Affairs.

312.04.05 Political Activity

While Board of Regents' policy encourages "responsible and interested" citizenship, it holds that it is "inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level

while employed by the System." Further delineation of this policy is included in [BOR Policy, Section 802.1603](#).

The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of System materials, equipment, machinery, or vehicles in political campaigns is prohibited.

312.04.06 Policy Regarding Employment with Other State Agencies

Under Georgia law, full-time employees of Georgia State University are generally prohibited from transacting business with other state agencies. However, if an individual holds a doctoral or master's degree from an accredited college or university and the chief executive officer of the department or agency requesting the services of the Georgia State University employee and the President of Georgia State University agree, then the University employee may do work for another state agency or for another unit of the University System of Georgia. (O.C.G.A. 45-10-20, et. seq.)

- A. It is the policy of Georgia State University that no request for employment of an eligible Georgia State University employee by another state agency or unit of the University System shall be approved unless the agreement or letter requesting such employment contains the following information:
 - 1. the nature of the activity to be performed;
 - 2. the maximum amount of funds which will be paid to the University employee as part of this arrangement;
 - 3. the maximum number of hours for such employment;
 - 4. the dates when such employment will take place.
- B. The dean of the college or director of the school in which the University employee works must approve the employment, taking into consideration the nature of the activity and the time involved. Subsequent to the approval by the dean or director, the vice president of the area in which the University employee is employed must also approve this activity before the President will execute the letter agreement with the state agency which requested the employment.
- C. A copy of the letter agreement authorizing employment shall be maintained in the Office of Legal Affairs.

