

**Drake University**  
**Policy on Other Professional and Scholarly Activities**

**5.261 General Policy**

The relationship between Drake University and members of the University community including teaching, scholarly activities, professional and academic service, and outside activities is expressly recognized as synergistic, and the University encourages such relationships and outside activities as it brings mutual benefits to the University and its members. Specifically, the University encourages members to offer professional advice and services in areas in which they are qualified to those institutions, agencies, or entities that may find such advice and service of interest; to serve as officers or as members of committees of learned, professional, or scientific societies; to present addresses or performances in areas of their expertise; to conduct research and to prepare and publish results of their studies; and to engage in such other outside activities as become available. Any such activity, as well as other ordinary private business of University members, is not considered to be a subject of regulations of the University, provided such activity does not directly damage the prestige of the University, provided it does not diminish the performance of assigned University duties, and provided no significant use is made of University facilities and resources. The payment of salaries, scholarships, or fellowships, or the use of office or other University facilities in the performance of normal activities shall not be deemed significant use of University facilities.

Personal responsibility, integrity and high ethical standards are the principal factors in avoiding conflicts of interest. The University expects that each member of the University community will conduct outside activities in a manner that reflects credit on the individual, the profession, and the University, without need for specific criteria or rules of conduct.

**5.262 Disclosure**

Liaison between a faculty member and the Dean and department chairperson is the principal means of communication and disclosure relative to matters involving outside professional activities. It is the obligation of each faculty member to keep the Dean and department chairperson continuously informed in adequate detail as to all outside professional activities, service on internal committees, and other special assignments. It is the further obligation of each faculty member to discuss with the Dean and department chairperson the assumption of outside activities which are new in scope or kind, before entering an agreement to undertake them. This is particularly true of those outside activities, such as direct and active management obligations in outside business entities, which normally may be seen as incompatible with the performance of University obligations.

Each Dean or department chairperson should ascertain in writing, at least annually, the nature and extent of the outside professional activities of members of the department, not including, however, the income derived from such activities. The primary purpose of this type of inquiry is to keep the Dean and department chairperson informed, and the information so disclosed will be kept confidential insofar as the activities of any individual are concerned. Without impairing its privileged nature or the privacy of any individual, such information provides on an overall basis a meaningful profile of the nature and extent of outside professional activities.

### **5.263 Consulting Activities**

The University endorses proper consulting activities by members of its faculty. Such activities may not be pursued to the extent that they interfere with the full and effective performance of regular college duties and responsibilities. Before engaging in any consulting activity, it is appropriate to ask whether it adds to vitality and effectiveness of the individual teaching and research, enhances the professional prestige and competence of the individual, adds to the stature of the University, represents a significant contribution to knowledge and keeps staff members in touch with new developments and improved practices, and extends and improves the relationships between the University and other agencies and organizations.

Each faculty member desiring to engage in consulting work must have the permission of the Dean. The faculty member informs the client that the University is in no way a party to the agreement nor in any way responsible or liable for the results thereof. No consulting service shall in any way jeopardize the proper development of educational functions or the regular work of the University.

Any faculty member desiring to teach courses at another institution concurrent with a University contract must have permission of the Dean and the Provost.

***Passed by Faculty Senate May 2, 1990.***