

**COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES / OUTSIDE EMPLOYMENT REPORT /
CALENDAR YEAR 2010**

NAME: _____ **DEPARTMENT:** _____

Before answering below, please read the attached policy ("Outside Employment" Article 26 of the CSU-AAUP Agreement), paying special attention to the bolded statements.

- 1. I have rendered **no** professional services (consulting, contract work, extramural employment) beyond my University duties.
- 2. I have rendered professional services (as above) **without** remuneration.
- 3. I have rendered professional services (as above) **with** remuneration.

IF YOU CHECKED 2 AND/OR 3, COMPLETE IN FULL BELOW (use back side if needed):

<u>Agency / Private Practice / Consulting</u>	<u>Dates</u>	<u>Total Number of Hours Worked in 2010</u>	
		<u>With Pay</u>	<u>Without Pay</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If the service rendered required CSU approval (*i.e.* it fits the *somewhat substantial* or *substantial and continuing* categories specified in CBA Article 26.1B or 26.1C, or it is a teaching activity as specified in 26.3) explain how CSU approval was obtained:

What use was made of CSU supplies, equipment, staff or facilities? Please specify:

(None)/_____

Chairperson	Date	Faculty Member	Date
_____	_____	_____	_____

Article 26 of the CSU-AAUP Agreement

Outside Employment

26.1 Faculty members are frequently called upon to render professional counsel or service to public or private agencies for which compensation is direct and in excess of the terms of University contracts. **Such services are encouraged if they fulfill a responsibility of the University to the community at large and provide invaluable professional experiences to faculty members. It is understood, however, that such activities shall in no way limit the extent or quality of a faculty member's obligation to the University** or his or her profession. There are three levels of such activities:

- A. Activities that have a **minimal impact** on the faculty member's University or professional obligations, e.g., keynote speeches, paid reviews of research articles, books or creative works, and tenure reviews for other universities.
- B. Activities that have a **somewhat substantial one-time impact** on the faculty member's University or professional obligations, e.g., teaching short courses or workshops, consulting on projects for business, government or nonprofit organizations, expert testimony and self-employment.
- C. Activities that have **substantial and continuing impact** on the faculty member's University or professional obligations, e.g., long-term consulting relationships with business, government or nonprofit organizations, expert testimony and self-employment.

The activities described in part A. above are exempt from the pre-approval requirements specified in the remainder of this article but shall be included in the annual spring semester report of extramural employment.

Before performing activities described in parts B. and C. above, a faculty member must obtain the written approval of the Department Chair/School Director and the Dean, such approval not to be unreasonably denied. In no event shall he or she accept a regular salary or annual retainer for counsel or services without the written consent of the Provost.

Faculty members shall not engage in any outside employment activities which competes directly with the University in its pursuit of grants, awards, projects and other sources of funding. In addition, outside employment will not be undertaken which violates Ohio's ethics laws governing public employees.

The use of the name, symbol, or address of Cleveland State University in any extramural employment agreement is prohibited. University facilities, equipment, and materials may be used for such purposes only with the prior express consent of the Administration and according to explicit terms for reimbursement.

Department Chairpersons and Deans shall at all times be kept informed in writing of the extramural employment of faculty members. Faculty shall submit a report of such activities, indicating the number of hours and for whom the work was performed, to the Dean in the spring semester of each academic year. Consulting activities should make a contribution to the enrichment of the teaching and/or research competence of the faculty member.

26.2 If the Dean believes that a faculty member's outside activities interfere with the extent or quality of the faculty member's obligation to the University or his or her profession or compete directly with the University in its pursuit of grants, awards, projects and other sources of funding, or if the faculty member fails to abide by the procedures set forth in Section 26.1, the Dean and the faculty member shall discuss the situation in an attempt to resolve any problems or misunderstandings. After such consultation, the Provost may order suspension or termination of any outside employment. Such orders to suspend or terminate outside employment may be appealed to the grievance and arbitration procedure in this Agreement. During the grievance procedure, the order of the Provost affecting outside employment normally shall not force suspension or termination of existing contractual obligations, but shall prohibit the faculty member from extending or renewing any existing contractual obligation, or accepting any new outside employment. Nevertheless, if the Provost determines that continuing the outside employment impairs the faculty member's obligation to the University or his or her profession, the faculty member shall suspend or terminate the outside employment even if the order is challenged through the grievance and arbitration procedure.

26.3 **Faculty are expressly prohibited from teaching for other educational institutions, colleges or universities while under contract, unless** such teaching is a part of an inter-institutional agreement entered into by Cleveland State University or the faculty member has the prior written consent of the Department Chairperson – School Director and the Dean.