

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:05:02:01

DATE: January 2004

REVISION/REVIEW DATE: May 2008, August 2011, September 2023

SUBJECT: Non-institutional Professional Activities

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

To establish policy regarding outside employment by JSU employees.

DEFINITION

Non-institutional professional activities are defined as professional services performed by University employees, full-time or part-time, faculty or staff. The services are provided outside the institution for non-institutional compensation, as opposed to extra compensation from Jacksonville State University (JSU). The professional services are performed in addition to assigned responsibilities, as determined by each college/department/unit on the individual's personal time. JSU Foundation-funded activities are considered non-institutional.

POLICY

The University has no interest in setting forth restrictive policies and procedures that may interfere with legitimate outside interests of faculty and staff members. However, by accepting employment with JSU, all employees confirm that their primary professional commitment is to the University. Outside obligations, financial interests, or other activities shall not interfere with this primary obligation.

Employees involved in non-institutional professional activities should adhere to the highest professional standards. The name of the institution should not be used in advertising or promotional purposes in any report or statement that implies approval of JSU. In keeping with this policy, University letterhead should not be used for correspondence related to such outside activities. Non-institutional professional activities must not utilize University resources or facilities. Activities that require significant use of University resources (i.e., laboratories, equipment, facilities) must be handled under the University's purview as a

sponsored activity.

Employees who violate the University non-institutional professional activities policy or fail to make arrangements to cover essential University responsibilities, such as teaching academic advisement, service, scholarship, coaching, recruiting, and office functions, will be subject to appropriate administrative action.

RESPONSIBILITY

The Senior Vice President of Administrative and Business Affairs is responsible for this policy.

EVALUATION

This policy will be evaluated at least every five (5) years.