

# Outside Professional Activities for Faculty

## USC School of Medicine Greenville

### **Policy:**

**The faculty of the School of Medicine Greenville will seek prior administrative approval of outside professional activities, and will report these activities annually.**

### **Background and Rationale:**

Faculty, researchers, and scholars are given various degrees of freedom in scheduling their activities with the understanding that their external professional activities will enhance the quality of their direct contributions to the University and its mission. One's first duty is to perform the work required by one's position effectively, however, outside professional activities are allowed and encouraged so long as they do not conflict with the expected performance of duties and obligations to the University. Our faculty are granted various levels of freedom in attending to responsibilities outside of the University.

The University and its faculty have a joint obligation to see that fair and reasonable standards and procedures covering outside professional activities are developed, disseminated and implemented.

Faculty applying for, or participating in, governmental grants or contracts must adhere to and comply with the specific governmental conflict of interest or commitment regulations in addition to those specified in this document.

Engagement of faculty in outside activities raises potential for conflicts that must be recognized, disclosed and managed.

- **Conflicts of Interest (COI)** are situations in which faculty members may have the opportunity to influence the University's activities in ways that could lead to inappropriate personal gain or give improper advantage to their associates
- **Conflicts of Commitment (CoC)** are situations in which a faculty member's external professional activities significantly interfere with the individual's

obligations to students, colleagues, and the University in performance of teaching, scholarship, research and service.

**Procedure:**

**Who is Required to Report:**

- All USC-employed and affiliated faculty of the University of South Carolina School of Medicine Greenville are required to obtain approval and report their outside activities as detailed below.

## **USC School of Medicine Greenville Policy on Outside Professional Activities for Faculty**

### **Reporting of Activities:**

- a. Compensation for the professional practice activity of the faculty of the affiliated clinical departments of the School of Medicine Greenville, the majority of whom are employed by the Greenville Hospital System (GHS), is covered by the policies and procedures in effect for GHS. This activity is an integral part of the medical school and is not reportable under the Outside Professional Activities for Faculty guidelines.

Where service exchange agreements are established between the SOM and GHS or other entities, the work performed by the faculty member for the reciprocating institution falls under the direction of the Dean and is incorporated within faculty job descriptions. The scope of the work to be performed under service exchange agreements should be well-defined, and must be approved by the dean (or designee).

- b. Certain consulting activities are considered a part of the regular professional duties of the faculty. Consultation and cooperation with Greenville Hospital System, external granting agencies, professional societies, and other medical or educational institutions on matters of mutual interest and/or public benefit may be reportable under the Outside Professional Activities for Faculty policy, however. The faculty member must seek advice and input from his/her supervisor in advance concerning reportability, particularly if the activity is expected to consume considerable time and/or involve remuneration.
- c. Participation in a service or teaching contract with another college, university, or other academic institution requires departmental approval prior to any work being performed, and acceptance of any academic title (e.g. adjunct or visiting professor appointments) must be reported annually.
- d. Compensated services or for-profit activities as described in ACAF 1.50, Section I, paragraph D which are not covered in a. or b. above, and are not

part of regular professional duties must be reported under the Outside Professional Activities for Faculty guidelines. Such services include:

- Contract with any private sector entity (individual, business, or corporation), ownership of or equity holding in a business or corporation, management or board position in a business or corporation,
  - Participation in a contract or proposal through an entity other than the University,
  - Academic remuneration noted as fees and honoraria as allowed by the State of South Carolina Ethics Law
- e. Faculty members should seek approval in advance for such from his/her supervisor on a case-by-case basis.
- f. Unpaid consulting/*pro bono* service: The University encourages *pro bono* work for reasonable time periods and without substantial allocation of University resources, as a normal and desirable activity for faculty. Reporting *pro bono* work allows the University to properly recognize such work which benefits the University. Reporting these activities is required for tracking purposes, even if they are exempt under a. or b. above. Pro bono service must not conflict with completion of normal work responsibilities, and is subject to the same process of approval by the chair or supervisor as other outside activity.
- g. Each faculty member shall report annually on all outside professional activities over the previous year and known or anticipated activities for the coming year to the reviewing local unit head.
- h. The Dean will report annually to the Provost, indicating school compliance with approved policies, noting instances deserving review and actions taken.
- i. If a faculty member disagrees with his/her supervisor's assessment of whether a given activity constitutes an "appearance of impropriety," the

faculty member may appeal the supervisor's decision through appropriate administrative channels to the provost. If, after review by the provost, the faculty member continues to disagree with the assessment of the activity, s/he may appeal the decision to the University Committee on Conflict of Interest. The University Committee will review the circumstances of the decision and make a recommendation to the provost. If a faculty member disagrees with the decision of the provost, s/he may appeal the decision through the faculty grievance procedures outlined in the Columbia campus *Faculty Manual*.

**Reference Documents:**

- ACAF 1.50 - The details and rationale for the engagement of faculty with outside professional entities is provided in ACAF 1.50, "Outside Professional Activities for Faculty" <http://www.sc.edu/policies/acaf150.html>
- RSCH 1.06 – "Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Projects (Research)" <http://www.sc.edu/policies/rsch106.pdf>
- BTRU 1.18 "Conflicts of Interest" <http://www.sc.edu/policies/btru118.pdf>