Policy Concerning Outside Employment of Faculty

Each full-time faculty member at the College accepts the appointment with the understanding that his or her primary employment responsibility is to the College during the academic year and in summer terms in which one is teaching. The College encourages faculty members to offer professional advice concerning matters within their expertise to local, State and Federal agencies or departments; to conduct research and to prepare and publish results of their studies; to make addresses on subjects in which they are qualified and which are of interest to the public; and to serve as officers or as members of committees of learned and scientific societies as well as community and civic groups. Such activities are not normally considered as outside work. Outside employment must not interfere with full and proper performance of all College duties and shall not in any way militate against the best interest of the College.

A member of the faculty who desires to engage in work outside of regular duties must make a written request to the Chair of his or her department stating the nature of the employment, a brief description of his or her role, the employer, the duration of said employment, the approximate number of hours per week to be spent on said outside employment and the remuneration to be received. The Chair shall, within 10 days, forward the request to the Dean with any comments. Written approval from the Provost is required. Under South Carolina ethics laws, a public employee acting in an official capacity may not accept anything of value for speaking before a public or private group, except for a meal provided as part of a meal function and available to all other persons participating in the same event.¹

College and state policies on dual employment apply. See policy website, 9.1.5, Dual Employment Policy and Procedure, at policy.cofc.edu.