

Outside Work For Pay - Faculty Handbook

IV. ACADEMIC HUMAN RESOURCES POLICIES (Cont.)

The following policy was approved by the Board of Trustees on August 9, 1951 and revised on May 5, 2006.

Anjana -

This form (attached) is not required.

I. Policy Overview

Full time faculty members are compensated for full time professional effort for the University. Faculty may have duties in instruction, research, or outreach, or in a combination of these areas. Regardless of the character of the faculty member's duties, the University expects that each full-time faculty member will carry a reasonable and full time load, assuming a proper share of the total functions and responsibilities of the department/school, college, and University. Within this framework, the University recognizes that, through consulting and other relationships with government, industry, not-for-profit organizations, and others outside the University, its faculty members can make valuable contributions off campus while enhancing their expertise in their discipline.

This Policy is intended to protect the integrity of the faculty-University professional relationship, to ensure that approved outside work for pay is consistent with the University's mission, and to provide that faculty members remain accessible to students, colleagues, and the public.

II. Applicability¹

This Policy applies to all faculty members (tenure system and fixed term) at the rank of instructor through professor who hold appointments of at least 50% time.² Faculty appointed less than full-time are not eligible to perform outside work for pay during regular University duty periods. With the exception of the approval process, outside work for pay performed during non-duty periods is subject to the remaining provisions of this Policy.

Certain activities are expected of faculty members as part of their normal scholarly activities and are not regulated by this Policy (even if a faculty member is paid to do them by a person or entity other than the University). These include, but are not limited to³:

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications
- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

III. Limitations on Performing Outside Work for Pay During Duty Periods

Faculty members may request approval to engage in outside work for pay during duty periods if all of the following conditions exist:

1. All approved outside work for pay and overload pay assignments for the faculty member will not exceed a total average of four (4) days a month.
2. The work in question will enhance the faculty member's expertise as a teacher and scholar in his/her discipline.
3. The work will not interfere with the performance of the faculty member's University duties, including those non classroom responsibilities expected of all faculty members.
4. The work will not adversely affect the University's interests or violate University policies or regulations.
5. The work will be of a professional nature.

IV. Definitions

1. "Outside work" is any work performed for a person or entity other than Michigan State University.
2. "Work" is any service or activity in the general area of expertise for which the faculty member is employed by the University. Examples of work include, but are not limited to, consulting, advising, research, demonstrating, performing, outreach, or teaching in the faculty member's discipline.
3. "Pay" is anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not

Michigan State University

OUTSIDE WORK FOR PAY/OVERLOAD PAY

Name Susarla, Anjana Date 4/8/2013
Last, First, Middle

Position/Rank Associate Professor Title (if any) _____

Acctg & IS	ACC						
Primary Department Name	Code	Second Department Name	Code	Other Department Name	Code	Other Department Name	Code
Broad College	BC						
Primary College Name	Code	Second College Name	Code	Other College Name	Code	Other College Name	Code

☒ OUTSIDE WORK FOR PAY

1. This work will be performed for US Inst of Peace/ Stanford Liberation Te (name of firm, agency, etc.)
during the period* from 4/17/2013 through 4/17/2013 and will involve an estimated
total of 1 days during the period specified.

☐ This work will be performed for an entity or individual for which or whom University research has also been conducted.

2. General description of work: The Blogs and Bullets workshop is being organized by the
Institute for Public Diplomacy and Global Comm at GWU in partnership with the
U.S. Institute of Peace and the Stanford Program on Liberation Technologies
bringing together academics and practitioners on social media and public policy

3. Explanation of how the work will enhance the faculty member's expertise as a teacher and scholar in his/her discipline:
(not required for work performed during non-duty periods)
My research will provide insight into the role of diffusion of online videos and
other digital media, and provide a way to quantify the effects of such diffusion.

4. Indicate whether the work will involve any of the following:

- ☐ Use of University facilities, supplies, materials or equipment.
- ☐ Use of University intellectual property.
(such as University owned patents, copyrights, trademarks, or proprietary information)
- ☐ Use of University employees.
- ☐ Participation by or payment to University students.
- ☐ Research involving animals, human subjects, or radioactive, hazardous or other regulated materials.

If any of these boxes are checked, additional information must be provided prior to approval.

5. Indicate, to the best of your knowledge, whether the work will do any of the following:

- ☐ Delay or otherwise impede the future publication of research by the faculty member, another University employee, or a University student.
- ☐ Involve the creation of intellectual property.
- ☐ Compete with functions, products, or services offered by the University.

If any of these boxes are checked, additional information must be provided prior to approval.

☐ **OVERLOAD**

1. This work will be done for _____, _____,
Department Name Code College Name Code
during the period* from _____ through _____ and will involve an estimated
total of _____ days during the period specified.

☐ Yes ☐ No The work to be performed is covered under the Union of Non-Tenure Track Faculty (UNTF) contract.

Description of Overload Work

I agree that this work will conform and be subject to all MSU Board of Trustees Policies, including the policies on Outside Work for Pay and/or Overload Pay. In particular, I acknowledge and agree that I have an obligation to promptly report and fully disclose to the University the conception and/or reduction to practice of any inventions or discoveries I make during my outside work and that are related to my scholarly activities and expertise as a faculty member at MSU, regardless of the venue in which they are made, and that MSU holds all rights in and to such inventions and discoveries and any resulting patents. I acknowledge and agree that I am responsible for ensuring that any consulting or other agreement I enter into with an external party is not in conflict with MSU policies governing intellectual property or with regulatory or contractual obligations by which MSU is bound. I further agree that the information provided on this form is accurate and that I will immediately advise my direct supervisor of any subsequent change which makes any of the information inaccurate.

Anjana Susarla

Employee's Signature

Date

**Outside work for pay performed during non-duty periods does not require the approval of the Chairperson/Director or Dean/Separately Reporting Director.*

V. Sambam 4/15/2013

Primary Chairperson/Director

Date

Second Chairperson/Director

Date

Other Chairperson/Director

Date

Primary Dean/Adm. Head Signature

Date

Second Dean/Adm. Head Signature

Date

Other Dean/Adm. Head Signature

Date

1. This form must be initiated by the faculty member and approved by the Chairperson/Director and Dean/Separately Reporting Director before the outside work assignment or overload assignment is authorized.
2. The Chairperson/Director and Dean/Separately Reporting Director shall each retain a copy of the form.

* The beginning and ending dates on any one form must be in the same fiscal year. If the consulting/overload period extends into another fiscal year, a new form should be filed at the beginning of the new fiscal year.