These guidelines represent the College of Agricultural Sciences (CAS) implementation of university policy AC-80. AC80 specifies that “Colleges and campuses shall maintain their own guidance under this Policy; however, such guidance must not contradict this Policy.” According to AC-80, Each College/Unit must promulgate its own set of Guidelines for the implementation of AC-80.

The AC-80 Policy has two principal purposes: The first is to set forth policies and principles that permit University faculty to engage in activities outside the University ("Outside Professional Activities") while preserving their primary professional duties and responsibilities to the University and remaining consistent with federal regulations and guidelines. The second is to provide a basis for reporting Outside Professional Activities of faculty to the University.

University faculty are encouraged to engage in outside activities when such activities enhance the mission of the University and do not compete with the University. Faculty members' primary professional duties and responsibilities are to the University, and such primary obligations require that faculty be available and accessible to fulfill the requirements of their appointment. This Policy is not intended to discourage Outside Professional Activities but aspires to ensure that all such activities do not conflict or materially interfere with any faculty member’s appointment with the University, with reference to the University’s mission. The University affirms its commitment to academic freedom as set forth in Policy AC64, Academic Freedom and to its mission of creating new knowledge and of effectively communicating accumulated knowledge and understanding to students and to the community at large.

These guidelines identify a representative set of teaching activities that do, and do not, require approval from the Budget Administrator and Budget Executive.

Outside Teaching that occurs outside the Appointment Period requires disclosure prior to starting the teaching engagement. Outside Teaching during the Appointment Period requires disclosure and prior approval; all University employees are prohibited from teaching at another institution during the appointment period unless prior written approval is obtained from the Budget Administrator and Budget Executive. Courses (resident or online) taught at another institution must not compete with coursework offered by the university. For the purposes of this Policy, there is no distinction between resident or online teaching.

A faculty member’s academic appointment period (usually either 36 weeks or 48 weeks), including sabbaticals, paid leave from the University, and periods covered by supplemental University appointments, (e.g., twelve-week summer appointment), constitute the Appointment Period.

Tenure at Another Institution: Holding a tenure-line appointment or holding tenure at another institution will not be approved.

Non-teaching Activities: A faculty member must request and obtain prior written approval from their department head or unit head prior to engaging in the following Outside Professional Activities, regardless of whether these activities take place during or outside of the Appointment Period:

- Exceeding the Monthly or Annual time limits defined above during the Appointment Period.
• Involving undergraduate or graduate students, or University staff, in Outside Professional Activities.
• Starting a Company.
• Outside Teaching during the Appointment Period.
• Outside Professional Activities that involve the conveyance of intellectual property rights to another entity.
• Compensated (money or In-Kind) Research from all foreign and domestic entities that is not subject to approval by the Office for Sponsored Programs.
• Research at other entities for which there is a required time commitment or an agreement/contract between the faculty member and the other entity.
• Chairing a doctoral or graduate committee at another university.
• Holding a foreign or domestic position or professional appointment, including honorary, adjunct, and visiting positions or appointments, at another university (this includes titled academic, professional, or institutional appointments whether full-time, part-time, or voluntary) whether or not remuneration is received, other than those solely for the purpose of teaching a course outside of the Appointment Period.
• Running or having fiduciary responsibility for a Research endeavor at another entity (e.g., a lab, institute, program).
• Participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs.
• Becoming an employee of or assuming an executive or management position for a third-party entity (e.g., as President, Chief Scientific Officer, etc.) including serving on advisory board positions that have fiduciary responsibilities on behalf of the third-party entity.