

2017-18 Memo "Outside Employment Activities"

Dear Colleagues,

As the first half of the 2017-18 academic year comes to a close I am writing to remind you of the relevant rules and guidelines governing "***Outside Employment Activities.***" As set forth below in greater detail, the main rule is a limit on outside employment activities to one day per week or approximately 500 billable hours per year. Needless to say, all full-time faculty members must honor this and other applicable rules. The failure to do so creates a rebuttable presumption that a full-time faculty member is not fulfilling his or her professional obligations to the Law Center. If you do not expect to be in compliance this year, please provide a brief memo notifying me of this fact and contact Emily Smith to set up a time for us to meet.

1) University Rules. The University Faculty Handbook provides that:

"A regular full-time faculty member shall not accept regular or part-time employment as a full- or part-time teacher during the academic year in another institution, without the approval of the Department Chair and the appropriate Dean(s)."

"While full-time status will not afford much extra time, faculty members may serve as consultants. Such consultation or other remunerative occupation outside the University, however, should not exceed an average of eight hours a week and must not be undertaken until the Chair of the Department is satisfied that teaching, research, mentoring, and committee and other school obligations will be met."

"Occasional participation in traditional scholarly activities such as, but not limited to, service on study sections and review panels, delivery of academic seminars, the review, presentation or writing of scholarly papers, and service on editorial boards is considered part of the routine academic duty of faculty members. No advance review is required for activities of this type so long as they do not conflict with other faculty duties. Major and ongoing extramural academic commitments that are expected to require commitment of University resources and/or to conflict with other faculty duties do require advance consultation and agreement with the Department Chair, the Dean, or other appropriate administrative officer to assure that teaching, research, mentoring, and committee and other school obligations will be met."

2) Law School. These University rules apply to all full-time faculty, including those at GULC. Since 1984, the Law Center has maintained a separate guideline for compliance with these rules based on the principle of limiting outside activities to one day a week. Accordingly, more than 52 days of outside activities annually or more than approximately 500 billable hours per year exceeds this guideline.

3) ABA. Finally, the 2017-18 ABA Standards and Rules of Procedure for Approval of Law Schools also address this issue. There is no prohibition on faculty members spending time outside the law school, but if they do this, they cannot be counted as a full-time faculty members

(and this in turn affects student-faculty ratio). Standard 402 sets out this broad requirement on an adequate number of full-time faculty. Interpretation 402-2 then provides:

"Regularly engaging in law practice or having an ongoing relationship with a law firm or other business creates a presumption that a faculty member is not a full-time faculty member under this Standard. This presumption may be rebutted if the law school is able to demonstrate that the individual has a full-time commitment to teaching, research, and public service, is available to students, and is able to participate in the governance of the institution to the same extent expected of full-time faculty."

Thank you for your attention to these rules and guidelines. Your compliance with them is of critical importance.

Best,

Bill