

**3361:30-21-02 Employment: policy on collateral employment for
faculty members and librarians.**

- (A) “Collateral employment” means any effort, whether within the university or with an external entity, including consulting work, that is in addition to an employee’s existing “UC” employment responsibilities.

- (B) Faculty members and librarians may engage in collateral employment consisting of institutional and/or non-institutional effort, including work of a consulting nature, if:
 - (1) The faculty member or librarian provides information regarding the proposed collateral employment in advance to the dean of the college or division concerned or the appropriate library administrator or vice president;

 - (2) Said dean or library administrator or vice president approves such collateral employment and agrees that the collateral employment:
 - (i) Does not interfere with nor is inconsistent with the performance of the individual’s university duties; and

 - (ii) Does not raise questions of conflict of interest in connection with other interests or work with which the individual, or the university, is involved.

Faculty members and librarians shall secure approval for all collateral employment utilizing on the university’s outside activity report system and shall include all collateral employment on the annual outside activity report form as required by rule 3361: 30-21-01 of the Administrative Code.


- (C) “Institutional effort” is service within the university or with an affiliated institution that is outside the scope of the faculty member’s or librarian’s normal employment.

- (D) “Non-institutional effort” is the service faculty members and librarians provide outside the university during the normal work week for which they receive non-university compensation. Non-institutional effort that meets the criteria specified in paragraphs (B)(2)(i) and (B)(2)(ii) of this rule will normally be permitted by the university for full-time faculty and librarians

to the extent that such activities do not exceed an average of one day of the normal work week and provided that the faculty member or librarian continues to fulfill all of his or her full-time university duties. Exceptions to this limitation may be made upon approval of the dean and the vice president.

- (E) The provision of patient care by college of medicine clinical faculty is an essential and integral part of the responsibilities of such faculty. It is a condition of employment with the university that members of the college of medicine faculty who receive revenue from patient care and medically related activities requiring licensure shall conduct such patient care activities as participants in a practice plan of their respective clinical departments or units that has been approved by the dean of the college of medicine. The dean of the college of medicine has the responsibility to perform an annual review of the compensation received by clinical faculty from the practice plans of the respective clinical departments, together with such other financial information as he or she may reasonably require in order to perform his or her oversight function, to ensure that each such practice plan operates in fulfillment of the university's mission and for its benefit. Participation in a practice plan that is approved by the dean of the college of medicine shall be deemed to be in compliance with this rule. Any other activities of college of medicine faculty, whether institutional or non-institutional in character, may be approved only if they meet all the requirements of this rule.

Effective: April 13, 2012

Certification: 
Susan M. Stringer
Executive Assistant to the Board of Trustees
and Senior Vice President for Administration and Finance

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Promulgated under: R.C. Section 111.15
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R.C. 2921.42;
R.C. 2921.43;
R.C. 102.03;
R.C. 102.04.

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