1.0 INTRODUCTION

Saint Louis University is a community whose mission of teaching, research, and community service requires a network of mutual obligations among its constituents. While the University encourages its faculty to seek and participate in sponsored research, to consult widely, and to engage in other activities that may benefit the larger public as well as the participants and the University itself, it recognizes the need to insure that all such activity is consistent with our scholarly traditions and that outside work or financial interests do not interfere with regularly assigned duties and obligations of scholarship, teaching, and service. All full-time faculty members are therefore required to disclose any paid or unpaid extramural, professional, or commercial activities that have the potential to create a conflict of commitment with respect to their University responsibilities.

2.0 PURPOSE

The purpose of this policy is to define “conflict of commitment” within the context of a faculty member’s ongoing University responsibilities and to articulate the manner in which potential conflicts of commitment should be reported. By inference, this policy incorporates the section in the Faculty Manual (Sec. III. G.6) that articulates the faculty member’s rights and responsibilities with regard to extramural activities.

3.0 DEFINITIONS

Conflict of Commitment. A conflict of commitment occurs when the time devoted to extramural activities interferes with a faculty member's University responsibilities.

Extramural Activities. The term “extramural activities” should be construed broadly to include activities such as professional practice outside of one’s University obligations in units where that is allowed, teaching at an institution other than Saint Louis University, or non-paid activity that has the potential to conflict with University obligations. It may include the individual’s commercial activities or the use of one's professional capabilities to benefit the individual or a third party for personal financial gain, whether one is on the payroll of the organization, working as an independent contractor, or serving as a director.
or manager. It may also include non-compensated extramural activities that extend and enhance a faculty member's teaching, research, and service obligations by serving public institutions, educational organizations, and professional societies.

### 4.0 PERSONNEL AFFECTED

Full-time faculty

### 5.0 POLICY

The following principles should be used to guide discernment of conflict of commitment situations:

1. Extramural activities should not compromise an individual’s ability to perform all of the activities expected of him/her as a University employee.
2. Unless approved by the appropriate Dean or comparable administrator and authorized by the Provost, a faculty member may not accept salaried employment at another educational or service-providing institution while serving as a full-time employee of Saint Louis University. Employees who receive compensation from affiliated organizations via institutional agreements (e.g., the Medical School’s affiliation with the Veterans Administration) are not required to solicit approval of such employment.
3. Extramural activities of full-time faculty in clinical departments of the School of Medicine are governed by the Physician Services section of the University’s Faculty Manual (Sec. III.G.7). Ordinarily, other faculty members may not spend more than one day in a week on consulting activities. But even then, such activity may not interfere with a faculty member’s University obligations.
4. Faculty obligations move beyond simply meeting classes and include availability to students outside of the classroom, carrying a reasonable share of committee responsibilities, meeting all clinical obligations, and staying engaged in research and other scholarly pursuits.
5. Faculty are responsible for monitoring their time on grants and contracts so that percentages of time paid for by grants and contracts, when added to one’s other faculty obligations, will not produce an overload in total work time. Please refer to the Effort Reporting Policy #RC04 at [http://www.slu.edu/provost/](http://www.slu.edu/provost/).
6. Faculty are responsible for insuring that students have appropriate internships, clinical experiences, and/or apprenticeships that support their academic programs and professional goals and that such experiences are not simply vehicles for supporting a faculty member’s extramural consulting activities.
7. Senior faculty should minimize transfer of teaching or clinical responsibilities to junior faculty, allowing the latter to fully develop their academic careers.

### 6.0 PROCEDURES

All full-time faculty members are required to disclose any paid or unpaid extramural, professional, or commercial activities that have the potential to create a conflict of
commitment. The reports must include the time commitment that is involved and the effect, if any, upon the faculty member’s assigned responsibilities. The form must be reviewed and acknowledged in writing by one’s departmental chairperson, Dean, or comparable administrator before any extramural consulting, commercial, or professional relationship is consummated. The form is to be filed with one’s faculty evaluation materials when they are submitted each year, and a new or amended form must be filed when circumstances described in the annual filing change. Potential conflicts should be worked out by the faculty member and his/her departmental chairperson, Dean, or comparable administrator, and a written statement to that effect should be filed with the form.

The form to report real or potential conflicts of commitment can be found at www.slu.edu/provost under the Policies tab.

7.0 REFERENCES


APPROVAL SIGNATURES

This policy was prepared by Marie Dockter. It was reviewed by the Office of General Counsel, Council of Academic Deans and Directors, and the Faculty Senate and its Executive Committee, and approved by the President’s Coordinating Council on 2/24/09.

This policy has been approved by:
Joe Weixlmann, Ph.D.
Provost
Saint Louis University