

ARTICLE 27: OUTSIDE PROFESSIONAL ACTIVITIES

- 27.01 Outside professional activities conducted with professional and academic responsibility can enhance the reputation of the University and the abilities of its academic staff and librarians. This article applies only to outside professional activities that involve the application of special skills and knowledge within the member's particular professional expertise. While a member has a primary obligation to fulfil his/her University responsibilities, he/she has the right to engage in outside professional activities subject to the following conditions:
- 27.01.01 A member shall notify his/her Dean/University Librarian in writing of the type, time commitment, and location of any such proposed professional activity. If the proposed activity involves the teaching at another educational institution of a course related to the faculty member's professional expertise, the faculty member shall obtain the prior written permission of his/her Dean/University Librarian, and such permission shall not be unreasonably withheld;
 - 27.01.02 Such activities shall not require the commitment of a block of time on a regular basis which might interfere with the faculty member's normal timetable for teaching activities or a librarian's performance of his/her normal professional responsibilities. For faculty, such activities shall not require the member to devote more than an average of one working day per five-day week on an annual basis. For librarian members, such activities shall not require the member to devote more than 20 working days per calendar year.
 - 27.01.03 Such activities shall not hinder the fulfilment of the member's obligations to the University;
 - 27.01.04 The name of the University and University letterhead shall not be used in such activities unless agreed to in advance by the President, although nothing shall prevent a member from stating the nature and place of his/her employment, rank, and title in connection with such professional activities, provided that he/she shall not purport to represent the University or to speak for it, or to have its approval, unless such approval has been given in advance in writing by the Dean/University Librarian;
 - 27.01.05 Use of University facilities, equipment, supplies, services or other personnel shall require prior written authorization from the member's Dean/University Librarian or from the appropriate administrative officer. Financial arrangements for such use shall be made in advance. University activities shall have priority in the use of such facilities, equipment, supplies, services and personnel;
 - 27.01.06 A member engaged in outside professional activities shall hold the University harmless against any loss or damage that the University may suffer from such activities; and,
 - 27.01.07 In preparing his/her Annual Report, each member shall include a statement of his/her outside professional activities in the previous year.
- 27.02 If the Dean/University Librarian has cause for concern, he/she has the right to review a member's current or proposed outside professional activities and may require the member to provide information concerning the time devoted to current and past outside

professional activities. The Dean/University Librarian shall inform the member in writing of the results of the review and, if necessary, of any corrective action which might be required of the member.

27.03 **Non-University Employment**

If the Dean/University Librarian has cause for concern about a member who is engaged in non-University employment which is not related to his/her area of professional expertise, the Dean/University Librarian has the right to conduct a review as outlined in 27.02. The Dean/University Librarian shall inform the member in writing of the results of the review and, if necessary, of any corrective action which might be required of the member.