

## Policy and Procedure for Professional Activities Outside of Position Description

North Dakota State University encourages employees to participate in professional activities providing information, advice, or services as a means of gaining additional professional experience and maintaining professional competency within their specialized disciplines. Participation in professional activities is expected to contribute to the mission of the University.

Full-time staff (and part-time staff that are over 50%) are expected to devote their primary loyalty and energy toward meeting the duties/responsibilities within their position descriptions. Activities outside of the position description must not interfere with the primacy of these duties/responsibilities, nor present a conflict-of-interest, nor create a public relations concern. Prior to accepting an external or internal teaching, consulting, or coaching opportunity, staff must disclose the activity and obtain approval from the appropriate supervisory personnel and the Vice Provost for Student Affairs and Enrollment Management.

Members of Student Affairs and Enrollment Management units who have received a request to teach (face-to-face or online), consult, or coach in an area related to their area(s) of expertise will adhere to the following procedure:

- Complete the NDSU Student Affairs and Enrollment Management Professional Activity Request Form.
- Submit and review the form with immediate supervisor.
- Supervisor will approve/not approve the request and discuss with employee.
- If approved, the request will be forwarded to the appropriate supervisor(s) with the Vice Provost for Student Affairs and Enrollment Management giving final approval.
- The approval is effective for the duration of the activity, i.e., day, semester, but will not exceed one year. Approval must be sought each year if any activity extends beyond the one year maximum.
- Documentation will be maintained in the employee's personnel file.

Supervisors are to bear in mind the following when considering a request:

- The activity must not interfere with normal duties/responsibilities.
- The activity must not represent an actual or potential conflict-of-interest.
- The amount of time required by the activity.
- Office visits, correspondence, telephone calls, preparation time, and other related activities that may be included in the time committed to the activity.
- Special approval must be obtained for the use of University equipment, facilities and resources which may require payment of a fee ([policy 152](#)).