

Mid-Atlantic Christian University Academic Affairs Policy #29

SUBJECT: Outside Employment/Consulting

DATE: September 23, 2009

REVISED: 2/27/13; 2/2023

NEXT SCHEDULED REVIEW: February of odd-numbered years.

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Faculty

Procedure for: Vice President for Academic Affairs and Faculty

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

Mid-Atlantic Christian University believes it has hired superior faculty. While the university desires to make its personnel available to other entities, it seeks to protect faculty members from compromising their responsibilities to the institution.

II. Policy

Outside Employment

Full-time Faculty wishing to teach for other institutions or engage in other outside employment shall contact the Department Chair and the VPAA for approval prior to entering into a contractual relationship. Criteria in the decision include the person's load at Mid-Atlantic Christian University for that semester, the requirements of the new assignment, and the opportunity for professional growth.

Consulting

The University encourages faculty to be involved in their field outside the University. This may include consulting. Any consulting, however, must be done in a manner that does not materially interfere with the faculty member's work at the University. To this end, the following guidelines have been developed:

1. Consulting is not to result in canceling more than the equivalent of one week of classes in a semester. Rescheduling classes is usually not an acceptable alternative to canceling classes because of the problems it creates for students.

2. Not more than 20% of the faculty member's time (the equivalent of one day a week) in a given semester may be used for consulting.
3. Consulting opportunities are not an important reason for setting up the class schedule due to the assumption that class scheduling must reflect student convenience and what best supports quality learning.

III. Procedure

Faculty should have a face-to-face meeting with their department chair and with the Vice President for Academic Affairs seeking permission before entering into a contractual agreement.

IV. Published: Policy Manual, Faculty Handbook

V. Reason for Revision

VI. Appendices