

# **NEW RIVER COMMUNITY AND TECHNICAL COLLEGE**

Policy Number: B.500

Effective Date September 15, 2006

**TITLE:** Periodic Review of Outside Services

**RATIONALE:** Establish procedures for the implementing of WVCCTCE Series 9

## **POLICY STATEMENT**

1. Outside services of full-time faculty members are not restricted unless such activities or employment interferes with the performance of full-time academic duties or is in violation of standards of accreditation of the institution or program in which the faculty member is employed.
2. Faculty teaching in technical and/or professional programs are encouraged to work periodically in their respective field in order to keep up with the state-of-the-art.
3. The college requires full-time faculty members to perform the schedule of classroom teaching duties and other duties and functions normally expected of faculty. Outside activities and employment should not conflict with the purpose of the college.
4. The college will conduct a periodic review of outside services of full-time faculty; the following system is hereby established:
  - (1) On September 1<sup>st</sup>, full-time faculty members will complete a Report of Outside Services submitted to them by the Vice President for Academic Affairs, reporting any significant additional employment and/or related activities.
  - (2) This form is to be returned to the Vice President for Academic Affairs for comment and/or signature. Should there be concerns, the Vice President for Academic Affairs will counsel with the faculty member.
  - (3) The Vice President for Academic Affairs will acknowledge each report and any action taken, and will file such in the faculty member's personnel file.

5. The provisions of this policy also apply to such full-time professional-level non-classified employees as determined by the President.

**RELATED POLICIES:**

**RESPONSIBLE OFFICE:** Vice President Academic Affairs, President