Faculty Activity Outside of On-Campus Duties

This document outlines the types of faculty activities that occur outside of regular on-campus responsibilities, and the appropriate policies and procedures that apply. It is intended to clarify distinctions between types of off-campus work, ensure compliance with institutional policies, and support faculty in navigating approvals and compensation.

1. PM-11: Outside Employment

Purpose: To regulate external activities that provide economic benefit to faculty but are not considered essential to their LSUHSC scholarly work.

Examples include:

- • Serving on a panel as an expert (not part of LSUHSC duties)
- • Teaching others how to use specialized equipment outside LSUHSC
- • Operating a personal business

Process:

- • Complete and submit the PM-11 Form for approval before starting the activity
- • If during work hours, submit annual leave or leave without pay
- • Activity is reviewed to determine if it should be contracted through the University

2. CM-67: Work-Related Off-Campus Activity

Purpose: To support faculty participation in scholarly activities that enhance job performance and occur off-campus, without being classified as outside employment.

Examples include:

- • Accreditation committee member
- • Grant evaluation/study section member
- • Presentation of research findings
- • Guest speaker or seminar lecturer (unpaid)
- • Professional development (conferences, workshops, CME/CPE)
- • Committee member for a federal/state entity (unpaid)

Process:

- • Submit Off-Campus Activity Leave request for approval
- • Complete travel forms in advance

- • Submit ethics disclosure if receiving economic value (e.g., lodging)
- • Up to 15 days (120 hours) per fiscal year allowed without reducing leave balances

3. Professional Service Agreement (PSA) – Revenue-Generating Services

Purpose: To formalize and manage faculty services provided to external entities that generate revenue, ensuring compliance and proper compensation.

Examples include:

- • Providing clinical services
- • Participating in multi-school collaborative service agreements

Process:

- • Establish a PSA with the school before services begin
- • Revenue flows through the school as FIP
- • Faculty will receive a percentage as additional compensation
- • Faculty must not contract individually with external entities

4. One-Time Compensated Services (Honorarium)

Purpose: To manage occasionally compensated services that are part of the faculty's scholarly work and ensure proper routing of funds.

Examples include:

- • Receiving an honorarium for a guest lecture

Process:

- • Funds must flow through the department via FIP
- • No contract is required if LSUHSC is receiving the payment
- • If LSUHSC is paying out, a contract is required

Comparison of Activity Types

Activity Type	Purpose	Examples	Approval Required	Compensation Handling
PM-11	Outside employment with economic benefit	Expert panel, private business	PM-11 Form + Annual Leave if during work hours	Outside LSUHSC; not through FIP
CM-67	Job-related off-campus scholarly activity	Conference, guest lecture (unpaid)	Off-Campus Leave + Travel Form	No direct compensation; ethics disclosure form if economic value received (lodging ..)
PSA (Professional Service Agreement)	Revenue-generating services via LSUHSC	Clinic services	PSA Agreement aka Contract	Revenue through FIP; faculty receive %
One-Time Service	Occasional scholarly service with honorarium	Guest lecture with honorarium	FIP routing; PSA/contract if LSUHSC pays	Honorarium through department

References and Forms

- PM-11 – Policy- Outside employment- PM-11 Form – Outside Employment Disclosure and Approval
- CM-67 Policy – Work-Related Off-Campus Activity
- Ethics Disclosure Form – Required if receiving economic value