

Article 24: Outside Professional Activities and Outside Employment

24.01 Engaging in outside activities

- a) Members may engage in outside professional activities provided that such activities patently enhance the members' abilities to perform their academic or professional duties at Concordia University and do not interfere with the performance of their duties and responsibilities as defined in Article 16 and 17.
- b) Members may engage in outside employment provided that such employment neither interferes with nor is in conflict with their duties and responsibilities as defined in Article 16 and 17.

24.02 Members who engage in outside professional activities or in outside employment shall have the right to state their rank and title(s) at Concordia University and to use their University address as a mailing address.

24.03 When engaging in outside professional activities or outside employment, members shall not claim to speak on behalf of the University unless specifically authorized to do so.

Outside Professional Activities

24.04 Outside professional activities are generally unpaid, but may sometimes be acknowledged by a small honorarium.

24.05 The Employer agrees to encourage a member's participation in professional associations and/or learned societies to the fullest extent possible. The Employer shall not underwrite any extraordinary costs of outside professional activities unless the Dean has provided a written commitment before the activity is undertaken.

Outside Employment

24.06 A member shall not devote more than one (1) day equivalent per week to outside employment in any academic year.

24.07 The member shall obtain prior written approval from the Dean. A copy of the member's request and of the decision shall be sent to the academic unit head, and to the Association. For requests involving more than six (6) days of time commitment, the Dean shall consult the academic unit head for advice on the potential impact of the outside employment on the academic unit and shall consider the relationship of the proposed employment to the member's area of specialization or expertise. In cases where such prior approval cannot be reasonably obtained, a member may nevertheless agree to undertake outside employment of up to three (3) days provided that the provisions of Article 24.01 b) are complied with and that the above-mentioned authorization is sought within two (2) days. The Dean's approval shall not be denied without a valid reason, and will normally be given within ten (10) days of the request.

- 24.08 Use of University facilities shall require the Employer's prior written consent. In cases where such consent is granted, the member shall pay the cost for any computer time, laboratory equipment and supplies, long distance calls, secretarial services, reproductions, accounting and outside mail services, as appropriate, in the course of the activities. The member remains responsible for all matters concerning the scientific, technological and financial control of the project.
- 24.09 The member shall report annually to the Dean on the nature and scope of outside employment including the total number of days spent. Should the actual total(s) differ from the pre-approved proposal, an accounting of the difference(s) shall be provided.
- 24.10 Faculty members normally will not teach courses at other institutions. Faculty members who have completed the assigned teaching load may request additional teaching as per Article 16.12 a). If permission is denied because of an insufficient number of reserve courses and if the member is offered a course at another institution, the member shall be entitled to teach that course provided it does not interfere with other duties under Article 16. The member shall notify the Dean and the academic unit head at least one (1) month prior to the commencement of the course. In all other cases, faculty members require the permission of the Dean to teach courses for other employers. In such cases approval shall be sought in writing at least one (1) month prior to the commencement of the course. All courses taught at other institutions under this Article shall count as additional courses for the purpose of the limits defined in Article 16.12 a). Copies of all correspondence shall be sent to the Association.