



Representing Faculty, Librarians & Veterinarians

EXTERNAL REMUNERATIVE ACTIVITIES

GUIDELINES

The UGFA would like to offer the following information as clarification on requirements of Members when performing external activities and also External Remunerative Activities.

As per Article 8 and Article 9 of the Collective Agreement (Conflict of Interest and Conflict of Commitment and Employment in External Remunerative Activities respectively) probationary and tenured Faculty and Librarians have the opportunity to engage in external remunerative activities to a maximum of 25 days per year.

As per the Collective Agreement please ensure that prior to engaging in external activities (remunerative or not), that you are aware of any potential for conflict of commitment issues. If you are unsure if there is a potential for conflict of commitment then you will want to speak with your Dean.

You are not required to sign a prospective statement on ERA (article 9.8), except when any of the following situations apply in which case prior approval of the Dean is required:

1. Does the proposed external activity conflict or interfere with your responsibilities (Teaching, Scholarship, Service) to the University?
2. Will this external activity conflict or interfere with your overriding commitment and primary professional loyalty to the University.
3. Does the activity involve external employment in the veterinarian's area of specialty;
4. Is the External Remunerative Activity within a 150 km range of the OVC-HSC? (Please note that if you have a workload of less than 80% then you are exempted from the 150K radius requirement).
5. Does the activity compete with OVC or the AHL?
6. Will the Member be using University facilities, supplies, support staff or students?

7. When using their University position to promote and/or advance my private interests?
8. Will there be a major commitment of time beyond the agreed upon 25 days?

If the answer is “yes” to any of the above questions, then prior approval by the Dean is required, and the following information needs to be provided to the Dean, **in advance of engaging in the external activity or ERA**

- a) a full description of the nature of the work or activity;
- b) an estimate of the time required to perform the work or the time period during which the work will be performed;
- c) the extent, if any, of the use of University facilities, supplies, support staff or students;
- d) any other external activities that have already been approved in that year or that are continuing from an earlier year; and
- e) the impact the activity will have on Teaching, Scholarship, and Service responsibilities.

The request for approval which is submitted to the Dean will be considered as soon as possible and a decision will be rendered in writing within ten (10) days. If approval is denied, or offered only on conditions, the Member shall be provided with reasons in writing for the decision.

If you are using university resources during the performance of ERA, then you must pay for said resources, such as computer time, laboratory equipment and supplies, telephone calls, secretarial services, reproduction services and outside mail services. This would be recorded in the letter from the Dean (previous paragraph).

RELEVANT EXCERPTS FROM THE COLLECTIVE AGREEMENT

Article 8 – Conflict of Interest and Conflict of Commitment

- 8.9 With the acceptance of a full-time appointment at the University, a Member makes a professional commitment to the University. Members are expected to direct the primacy of their professional commitment to the University. Recognizing that external professional activities can bring benefits to, and enhance the reputation of, the University, and the capacity of Members, the University agrees that Members may engage in part-time professional activities, provided that such activities are not undertaken in conflict with this Agreement and do not conflict or interfere with the Member's responsibilities to the University as defined in this Agreement.
- 8.10 Members must refrain from any external activity which interferes with a Member's responsibilities to the University. A Member will not use his/her University position to promote and/or advance his/her private interests.
- 8.10.1 With the exception of 8.10.1.1, unless prior written approval has been provided by the Dean/AVPR, no Member shall engage in external employment within a 150 km radius of OVC, in his/her area of specialty that is in direct competition with OVC or with analytical services provided by the AHL.
- 8.10.1.1 Continuing Appointment and Probationary Members employed in the OVC-HSC as of August 5, 2011 with a current appointment of less than 80% are exempted from the restrictions of 8.10.1.
- 8.11 If a Member plans to undertake an external activity that may interfere with some of the aspects of the Member's University responsibilities, the Member must disclose and seek, in writing, prior approval from the Dean, Chief Librarian, or in the case of Veterinarians, Director. The disclosure shall be in writing and shall include:
- a) a full description of the nature of the work or activity;
 - b) an estimate of the time required to perform the work or the time period during which the work will be performed;
 - c) the extent, if any, of the use of University facilities, supplies, support staff or students;
 - d) any other external activities that have already been approved in that year or that are continuing from an earlier year; and

e) the impact the activity will have on Teaching, Scholarship, and Service responsibilities.

- 8.12 The request for approval will be considered as soon as possible and a decision will be rendered in writing within ten (10) days. If approval is denied, or offered only on conditions, the Member shall be provided with reasons in writing for the decision.
- 8.13 Whenever the significant external activities of a Member change materially, the Member is obligated to inform the Dean, Chief Librarian, or in the case of Veterinarians, Director, in writing. Members should disclose expected changes at least thirty (30) days before the activity is to commence and prior to the Member making a firm commitment to undertake the activities.
- 8.14 All information or reports disclosed in accordance with this Article will be confidential.

Article 9 – Employment in External Remunerative Activities

- 9.1 Probationary and Tenured Faculty Members are permitted to earn additional income from external activities, providing that all such activities are arranged so as not to conflict or interfere with their overriding commitment and primary professional loyalty to the University.
- 9.1.1 The teaching of courses on Overload (as per Article 23) shall not be considered external remunerative activity.
- 9.2 A Probationary or Tenured Faculty Member will be alert to the possible effects of his/her outside activities on their obligations to the University and is responsible for consulting with his/her Dean before becoming involved in any outside activity that could lead to a conflict or the appearance of a conflict in accordance with Article 8: Conflict of Interest and Conflict of Commitment.
- 9.3 Probationary and Tenured Faculty Members may engage for up to twenty-five (25) days per year in appropriate external remunerative activities such as consulting, private contract work, entrepreneurship, or teaching at another institution, provided that timing of these activities does not conflict with their assigned academic responsibilities.
- 9.4 The scheduling of external remunerative activities will be arranged with the Dean and, where a major commitment of time is anticipated, recorded in a written

agreement. If this is an ongoing commitment, the agreement and arrangements will be reviewed annually.

- 9.5 In all cases, the Faculty Member will undertake to ensure that the external remunerative activities will not conflict with his/her primary commitments to Teaching, Scholarship and Service.
- 9.6 In special cases, external remunerative activities in excess of twenty-five (25) days per year may be requested and considered by the Dean. If there is an ongoing need for more than twenty-five (25) days, a part-time appointment or leave without pay will normally be appropriate.
- 9.7 By April 1 of each year, the Dean shall remind Probationary and Tenured Faculty Members of the requirement to complete a standard university form as per 9.8 below.
- 9.8 Before May 1 of each year, each Probationary and Tenured Faculty Member will inform his/her Chair whether or not he/she has been engaged in external remunerative activities by completing a standard University form. For Faculty Members who have engaged in external remunerative activities, such form will indicate the nature and time devoted to these activities conducted within the previous calendar year.
- 9.9 The Faculty Member agrees that there will be no unapproved use of University facilities and/or resources associated with external remunerative activities. Such activities shall not use institutional facilities except for the library and/or a private office unless written approval of the Dean has been obtained. The Faculty Member agrees to pay for any University resources used in his/her external remunerative activities, such as computer time, laboratory equipment and supplies, telephone calls, secretarial services, reproduction services and outside mail services.
- 9.10 The Faculty Member may identify her/himself as an employee of the University of Guelph. The Member, however, may not state that he/she is a representative of the University of Guelph in such activities, without prior written permission of the Provost or designate.
- 9.11 The provisions of this Article shall apply *mutatis mutandis* to Librarians.