

OUTSIDE BUSINESS ACTIVITY APPROVAL FORM

Purpose: This form is used to request and document prior, written approval of Outside Business Activities (OBAs) by faculty as required by [AC80](#). Note that only those activities that **are in the faculty member's general area of expertise** are covered by this policy. Activities that are not related to the faculty member's area of expertise do not require pre-approval.

Instructions: This form is to be completed by the faculty member requesting prior approval for OBAs and submitted to his/her department head or unit head prior to engaging in the OBA. The department head/unit head shall review this form and indicate his/her approval of the described activity by signature below. The original form shall be maintained by the department/unit head for a period of two (2) years and a copy shall be sent to COIStaff@psu.edu as well as the requester.

OUTSIDE BUSINESS ACTIVITIES REQUIRING PRIOR WRITTEN APPROVAL ON THIS FORM (AS PER [AC80](#)):

1. Exceeding the maximum monthly or annual time limits for outside business activities. A faculty member may engage in outside business activities for a maximum of forty (40) hours per month during the appointment period for a maximum of 360 hours throughout a thirty-six (36) week appointment period, and a maximum of 480 hours through a forty-eight (48) week appointment period without pre-approval. If a faculty member intends to exceed these limits, prior approval using this form is required.
2. Involving undergraduate or graduate students, or University staff in the Outside Business Activities.
3. Starting a company.
4. Teaching for an entity other than the University during the Appointment Period. Note that for faculty on 36 week appointments, any teaching conducted at other entities outside of the appointment period is required to be reported annually as part of the AC80 disclosure process, but pre-approval is not necessary.
5. Assuming an executive or management position for a third party entity (e.g. President, Chief Scientific Officer, CEO, etc.)

****DEPARTMENT/UNIT HEAD GUIDELINES FOR APPROVAL (AS PER AC80):**

Any consulting engaged in by faculty:

1. Shall not interfere with the performance of his/her University duties or other contractual obligations to the University (including non-classroom and non-research responsibilities expected of all faculty members);
2. Should strive to be consistent with his/her professional stature or academic proficiency;
3. Shall not adversely affect the University's interests or mission or violate University policies or regulations including but not limited to, policies or regulations related to intellectual property, conflict of interest, use of University's name or its resources, etc.; and
4. Shall not involve routing remuneration for such services to the University or any University account (e.g., a gift account), unless it is considered to be within the scope of employment, e.g. College of Medicine faculty who are asked to serve as expert or fact witnesses in their role as Hershey Medical Center physicians.

Approval for faculty participation or engagement in OBAs shall not be unreasonably withheld.

****REMINDER:** Approval of the Department/Unit Head is required BEFORE you may engage in the outside business activity described below. If requesting approval for more than one reason, fill out every corresponding section. If more than one entity is involved, please use a separate form for each entity.

Your Name Department College

Reason for requesting approval (check all that apply):

- A. Exceeding monthly/yearly time limits
- B. Involving students and/or University staff
- C. Starting a company
- D. Outside teaching during the appointment period
- E. Assuming an executive/management position

Complete the following for all activities:

Person or entity (e.g. company or agency) for which you will be performing the Outside Business Activity:

Briefly describe the person or entity for which you be performing the Outside Business Activity:

Describe the Outside Business Activity, paid or unpaid, that you will be providing to the person or entity named:

Do you have a consulting agreement with the entity described above? Yes No

Date(s) or time frame which you expect the activities described above will be performed:

Hours, or estimated hours, to be spent engaged in the activity/activities or service(s) described above:

****Note:** As per [AC80](#), a faculty member may engage in consulting up to an equivalent of four (4) days per month, for a maximum of forty (40) hours per month, during the duration of his/her appointment period. Thus, faculty with a thirty-six (36) week appointment may consult for a maximum of forty (40) hours per month for the nine months of his/her appointment period, but no more than 360 hours total during that nine month period; and, faculty with a forty-eight (48) week appointment may consult for a maximum of forty (40) hours per month for the twelve months of his/her appointment period, but no more than 480 hours total during that twelve month period. If this amount is to be exceeded, the faculty member requesting approval should indicate above that approval is being requested to exceed the hours and complete the corresponding questions below.

A. Exceeding the hourly time limits:

Please explain why and for how long you will be exceeding the monthly time limits and provide a justification for allowing an exception to AC80's time limitation:

B. Involving students and/or University staff:

List the names of all students and/or University staff members whom you will engage in the Outside Business Activity and their positions within the University. For students, please indicate if you are the advisor:

Describe the activities the students and/or staff will be performing and include an estimate of the number of hours each individual will spend on the activity per month: *(Please note that staff members are not permitted to perform these activities during University work hours or using University resources.)*

If you are engaging students for whom you are not the advisor, is each student's advisor aware of the student's participation in the Outside Business Activity: Yes No

C. Starting a company:

Percentage of equity you, your spouse and/or dependent children will hold in the company:

Describe the position/role you will have with the company:

Describe any University responsibilities such as research or teaching that are related to the company:

D. Outside teaching during the appointment period:

Name and location of the college of university at which you will be teaching:

Do you have a formal appointment from the college/university listed above? Yes No

If so, what is your appointment/title?

List all outside classes taught and the length (semester long, single session, etc.)

E. Assuming an executive/management position:

What is your intended title/position:

Describe your role (if not previously explained above):

APPROVAL OF THE PERSON(S) DESIGNATED BELOW IS/ARE REQUIRED BEFORE FACULTY MAY ENGAGE IN THE PRIVATE OR OUTSIDE CONSULTING ACTIVITIES (AS DEFINED BY [AC80](#)) DESCRIBED HEREIN:

Department/Unit Head signature:

Date:

Please check one: I approve:

I do NOT approve

Comments:

If requested time is in excess of the annual limits allowed by [AC80](#), then the below signature is also required *prior* to engaging in the private or outside consulting activity:

Dean or next level of authority:

Date:

Please check one: I approve:

I do NOT approve:

Comments:

***REMINDER:** Completed and signed forms should be maintained by the Department/Unit Head for a period of two (2) years.