

# Faculty Activity Outside of On-Campus Duties

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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 (Honorary)**

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