

Approved: November 29, 2017

Faculty Development Committee (FDC) minutes: October 17, 2017

Present: Megumi Fujita (chair), Basu Dutt, Jeff Reber, Soo Moon, Michael de Nie, Mary Kassis, Lacey Ricks, Michael Crafton (Provost), Jane Simpson (Legal Counsel)

Guests: Shelly Elman (Theatre), Brad Yates (Criminology), Gavin Lee (Criminology), Julia Farmer (Senate Chair)

(Not present: Betsy Dahms, Neal Chesnut, Jessica Critten, Pam Hunt Kirk, Joan Carlisle)

- The October 17 meeting was called order by the chair at 3:30pm. The focus of this meeting was to address as many concerns and need for clarification as possible regarding the **Outside Employment** procedure, in the presence of Dr. Crafton. This is to address the concerns and need for clarification raised at the Senate meeting in September 15, when the FDC's revision proposal for Faculty Handbook Section 114 was brought up (this did not pass).
- Dr. Shelly Elman, the chair of the Theatre Department, described a case of a new faculty member, who is an actor in high demand, and the outside acting is a large part of the Professional Development for Tenure and Promotion. This faculty member's outside activity helps the Department and UWG. The concern is not about disclosure, but whether such activities are discouraged by the procedure.
 - Dr. Crafton's clarification: disclosure is needed in compliance with BOR Policy, but as long as the Chair is aware and approves the activity, it is not a problem.
 - Theatre and Music faculty will have outside activities as part of their professional development most frequently. But as long as they report the activities and that they are in compliance (no conflict of interest of commitment), such activities can carry on and are encouraged.
- **Discouraging or Encouraging?** Some perceived the emphasized need for approval at Chair, Dean and Provost levels as a discouragement or an obstacle for outside activities. However, it was brought up that both the BOR Policy and Faculty Handbook states that faculty is "**encouraged** to engage in outside activities which enable them to use their professional expertise and to increase the quality and quantity of public services offered through the University." However, the Policy emphasized that **conflict of interest and conflict of commitment should be avoided** (faculty are expected to full professional effort to their assignments of teaching, research, and service).
- Dr. Crafton states that the main reason why we need to look into the outside employment issue is **eCore and other online teaching ("moonlighting")** outside of the workloads at UWG. There have been cases that a faculty member has way too much of such outside teaching, and affecting the performance of the primary UWG duty.
- Have there been issues with Outside Employment other than eCore? → Not really. This Faculty Handbook 114 Revision task was given to FDC (in FY16-17) mainly to address the eCore and moonlight teaching issues. (Then how about just focusing on the eCore and other teaching issue?)

- To simplify the approval process, creation of a **new simple form** was suggested: with check boxes, signature places for the faculty member, chair, dean, and provost (the President's designee).
 - Forms from Kennesaw and Clayton State are looked at reference points (distributed as handouts). The simplicity was liked by many present (I think).
 - Counsel Jane Simpson said there is a new Human Resources form to check the compliance in Conflict of Commitment and Conflict of Interest aspects. This is going to be an official **UWG Policy and Procedure 6.4.2, "Employee Conflicts of Commitment and Interest."** This Procedure and Form was recently established by Human Resource and Counsel Simpson, published on the UWG Policy website once, but is currently retracted due to citation errors. Jane and HR can consider FDC's input if we see necessary changes. This file will be shared with FDC.
- **"Outside Activity" or "Outside Employment"?** BOR Policy uses the term **"Outside Activities"** whereas UWG FH Section 114 says **"Outside Employment and Consulting"** in the title, but use **"activities"** and **"employment"** in the content. The word **"Activities"** seem to cover a wider range of activities (including non-employment). Should our FH be consistent with it?
- **"Single-occasion" activities** are exceptions? BOR Policy states, under Occupational category, "For all activities, except single-occasion activities," the employee shall report in writing through official channels the proposed arrangements and secure the approval of the president or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.
 - No need to report single-occasion activity, simplifies some cases.
 - What about a series of similar but independent single-occasion gigs?
 - (Jane warned that this wording may be changed in near future)
- Is teaching a course in Continuing Education an outside employment? → Yes.

We adjourned at 4:50 pm

Respectfully submitted by

Megumi Fujita

October 17, 2017