

Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: [TBR Policy 5:01:05:00](#)  
[TBR Policy 5:02:04:10](#)

**PURPOSE:**

To define guidelines pertaining to outside employment of full-time faculty, administrators, and professional staff.

**POLICY**

I. Faculty, Professional and Administrative Staff

- A. Full-time employment with Columbia State Community College demands an individual's full-time professional expertise, commitment, and energies, and the full-time teaching load of a Columbia State faculty member constitutes a full-time assignment. However, Columbia State recognizes the value to its students, its personnel, and the citizens of Tennessee arising from outside consulting and other professional experiences in which members of the faculty and professional staff may engage. Such activities contribute to the quality of instruction, enhance the competency of the individual, contribute to the economic development of the state, and bring credit to the institution. These activities also create valuable links between the institution and the communities it serves.
- B. Columbia State also recognizes that under certain conditions, employees may need to perform additional assignments for which extra compensation may be warranted. Columbia State adheres to [TBR Policy 5:01:05:00](#) relative to outside employment that sets forth general provisions under which outside employment and/or extra compensation may be appropriate. The TBR policy is incorporated into this policy by reference herein.

[TBR Policy 5:01:05:00 Outside Employment and Extra Compensation](#)

- C. This policy does not apply:
- To personnel classified as nonexempt wage and hour employees (support staff)
  - To normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation
  - When the individual is not within the term of his or her contract period, or is on leave

- To salaries paid to academic-year faculty for teaching in inter-session and summer sessions, which are not considered extra compensation and are addressed in [TBR Policy 5:02:04:10](#)

## II. Designation of Approval Authority

Pursuant to TBR policy, the president of the college designates the vice presidents to approve outside employment and/or extra service for those individuals in their areas of supervision only for efforts that:

- Are performed entirely outside of, and in addition to, normal working assignments and responsibilities
- Do not interfere with assigned duties and responsibilities or with regular institution operations
- Are consistent with TBR policies and guidelines and with state law
- Do not constitute a conflict of interest or compete with the College's education, research, or public service programs
- Require only a reasonable time commitment from the employee
- Are not undertaken with an inappropriate claim that the individual is officially representing the institution in connection with employment

## PROCEDURES

### I. Approval of Outside Employment or Extra Service

Prior to engaging in outside employment or accepting an extra assignment, the faculty or professional staff member shall notify his or her supervisor of the nature of the employments, the expected commitment of time, and obtain written approval of his or her supervisor and the appropriate vice president or the president.

January 1989; Revised: September 26, 1997 (title changes only); May 2, 2002 (new policy format and to be consistent with TBR policy 5:01:05:00 and); February 2011 (updated hyperlink to TBR Policy 5:00:05:00; added detail to "policy does not apply to" and "that which it applies to" from TBR policy); September 22, 2011(new policy format and updated titles)