



Date: April 4, 2018

To: Deans, School Chairs, and Vice Provosts

From: Rafael L. Bras, Provost and Executive Vice President for Academic Affairs

Copy: P. McKenna, K. Harrington, K. Wasch, L. Sharp, J. Fortner, R. Foy, J. Herazy, M. Tavares, J. Steltzer, J. Garton, K. Harrington, M. Hall, Associate Deans, College Business Officers, College Faculty Affairs Reps

Subject: **Policies Related to Faculty Professional Engagements and Absences from Campus – 2018 Reminder**

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Our faculty are engaged in a variety of professional activities all over the world. Georgia Tech encourages and values these activities and has set forth policies related to these faculty engagements. I urge you to read the policies carefully and address any issues that may arise or exist in your units. This memo offers guidance regarding existing Georgia Tech policies and can be shared with your faculty and included in school and college faculty handbooks, as you deem appropriate, to communicate about these activities.

### **Professional Absences from Campus**

Depending on the length and nature of leave, professional absences from campus while the faculty member is receiving salary must be approved by a Travel Authority request, Absence from Campus form, and/or Leave of Absence form. An absence is defined as being physically away from campus during a time when a faculty member is expected to be performing research, teaching, and/or service (i.e., during a semester). Absences for personal reasons that do not interfere with the assigned responsibilities of a faculty member are not subject to these policies, unless where specifically noted or described herein. It is the faculty member's responsibility to arrange for the performance of his/her essential or time-sensitive duties during absences from campus, regardless of the reason. Cancellation of classes due to absence from campus is strongly discouraged.

Faculty with commitments on sponsored activities who plan to be on leave of absence for three months or more must contact the appropriate Contracting Officer in the Office of Sponsored Programs regarding their continued engagement in their sponsored activities. **Table 1** at the end of this memo will assist chairs and faculty with determining which process to follow. If there is a potential conflict of interest (COI) associated with a Leave of Absence, the COI Management Plan should be included in the approval documentation.

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During the summer, a faculty member who is receiving salary, including those paid from sponsored funds, should follow the procedures outlined in this memo. The same procedures apply when a faculty member is on Leave of Absence with pay.

If a faculty member is away from campus and unable to perform assigned duties due to illness, medical appointments, or caring for an immediate family member, then sick leave should be used. For more information about employee sick leave, see: <http://policies.gatech.edu/sick-leave>. For information on additional faculty benefits related to illness or caretaking, see the Faculty Benefits Information page at: [http://www.faculty.gatech.edu/sites/default/files/documents/faculty\\_benefits-v4.pdf](http://www.faculty.gatech.edu/sites/default/files/documents/faculty_benefits-v4.pdf).

Working from home is not considered an absence from campus if the faculty member fulfills teaching, office hours, research, and service obligations as required and appropriate and the individual's supervisor supports the working from home arrangement. . Short absences on urgent personal business may be unavoidable, but personal business should not be scheduled when a faculty member is scheduled to teach.

### **Conflicts of Interest (COI)**

The Conflict of Interest and Outside Professional Activity policy may be found at: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>. This policy also addresses consulting, dual employment, and moonlighting, and applies to all compensated Institute employees, which may include Emeritus or retired-but-working faculty, visiting faculty and scientists, paid affiliates, and Tech Temps.

All faculty and staff must disclose any potential conflicts of interest each year. The Georgia Tech COI staff reviews any disclosed potential conflicts of interest. Each faculty member is responsible for updating any changes to their situation throughout the year. The COI staff review each External Activity Report (EAR), and forward them to the unit for the supervisor to review. The role of the supervisor as the reviewer is to determine if the proposed activity is appropriate for the employee. More guidance on the reviewer role can be found at: <http://coi.research.gatech.edu/node/2>. If you have any questions regarding COI, COI Management Plans and/or policies, or COI training for your unit, see the Conflict of Interest website at: [www.coi.research.gatech.edu](http://www.coi.research.gatech.edu) or contact Georgia Tech's COI officer, Jeffrey Steltzer at [Jeff.Steltzer@gtrc.gatech.edu](mailto:Jeff.Steltzer@gtrc.gatech.edu).

### **Consulting**

With prior approval from the supervisor, faculty members may be allowed the privilege of consulting as outlined in the policy at: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>. The policy defines consulting as "any professional activity related to the person's field or discipline (e.g. consulting, speaking, scientific advisory boards, paid attendance at company meetings, expert witness services, etc.), where a fee-for-service or equivalent relationship with a third party exists. Consulting includes organizing

or operating any educational program outside Georgia Institute of Technology. In these cases, the faculty member must obtain permission from the Dean of Professional Education as described in the policy.

It is against state law and Georgia Tech policy to use any state-owned facilities, property, and/or resources (including computers) while consulting for personal benefit. The Conflict of Interest and Outside Professional Activity policy specifies the number of consulting days allowed per year. The consulting is in addition to, not in lieu of, regular professional responsibilities.

Time spent on consulting should be entered into the Georgia Tech TimeOut system. Twelve-month faculty who accrue vacation should track their consulting hours in TimeOut and use vacation time when they do not complete their regular duties and work hours during a period of consulting. Activities that are not consulting include scholarly communications, professional service, and “moonlighting” (defined as “endeavors for financial profit that are not directly related to the person’s field or discipline”).

### **Dual Employment**

Full-time Institute employees may not be on the payroll of other organizations; in other words, dual employment is prohibited. This prohibition also includes employment in institutions and entities outside of the United States. (In the United States, payment for consulting services will be reported on an IRS 1099 Form, not on a W-2 form.)

With the approval of the school chair, dean, and president, a faculty member in certain instances may perform work for another University System of Georgia institution following the dual appointment process, outlined by the Board of Regents at:  
[http://www.usg.edu/hr/manual/dual\\_appointments](http://www.usg.edu/hr/manual/dual_appointments).

### **Export Control**

Georgia Tech employees can be held liable as individuals for improperly transferring export-controlled technology. As defined by Federal law, export-controlled technology includes items and information related to the design, development, or production of equipment or software identified on the United States Munitions List or the Commerce Control list. Transfers of listed technologies to non-U.S. persons or entities, whether physically present in the United States or not, in the form of drawings, schematics, blueprints, research results, formulae, meetings, symposiums, classroom discussions, conversations, email, etc., are controlled.

If any controlled information, technology, software, or equipment will be transferred to another party overseas or to a foreign party in the United States, a license must be obtained prior to the transfer unless a valid licensing exception or exclusion applies. Export issues can arise in or through foreign travel, international shipping, hosting foreign visitors, emailing or speaking with foreign individuals, and collaborations with foreign individuals or entities. The Georgia Tech Export Control policy can be found at: <http://www.policylibrary.gatech.edu/research-support/export-control>. The Georgia Tech Office of Research Integrity Assurance has more

information about export control and related issues at: <http://researchintegrity.gatech.edu/export-control/>. For questions, please contact the Export Control staff in the Office of Research Integrity Assurance (ORIA) at [export@gatech.edu](mailto:export@gatech.edu) or the Office of Legal Affairs at [asklegal@gatech.edu](mailto:asklegal@gatech.edu).

### **Leaves of Absence**

Procedures and permission for leave from campus are governed by USG policies as included at the end of this memo. In accordance with USG Policy 8.2.7.4, faculty employees failing to return to the Institute as agreed following an approved leave may be required to reimburse the Institute for compensation and other expenses received while on leave.

### **Reporting Violations**

Violations of any of these policies should be reported. The report may be filed through EthicsPoint at <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>. Within EthicsPoint, the reporting individual can remain anonymous.

### **Related Policies:**

BOR Leave Policies: [http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7\\_leave](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7_leave)

BOR Outside Activities Policies:

[http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15\\_outside\\_activities](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15_outside_activities)

Conflict of Interest and Outside Professional Activity Policy:

<http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>

Export Control: <http://www.policylibrary.gatech.edu/research-support/export-control/>

Faculty Benefits Information Sheet:

[http://www.faculty.gatech.edu/sites/default/files/documents/faculty\\_benefits-v4.pdf](http://www.faculty.gatech.edu/sites/default/files/documents/faculty_benefits-v4.pdf)

Flexwork Arrangements: <http://policylibrary.gatech.edu/employment/flexwork-arrangements>

General Leave: <http://ohr.gatech.edu/types-of-employee-leave>

Leave of Absence: <http://www.policylibrary.gatech.edu/employment/leave-absence>

Professional Absence and Leave Policies: <http://www.policylibrary.gatech.edu/faculty-handbook/3.1.4-professional-absence-and-leave-policies>

Research Administration, PI/PD Disengagement: <http://policy.research.gatech.edu/214-disengagement-pipd>

Research Administration, PI/PD Disengagement: <http://policy.research.gatech.edu/214-disengagement-pipd> and policy 2.1.4 Absence of PI/PD in the policy library <http://www.policylibrary.gatech.edu/research/2.1.4-absence-pipd>

Sick Leave: <http://policies.gatech.edu/sick-leave>

Travel Policies: <http://www.policylibrary.gatech.edu/business-finance/travel>

Vacation: <http://www.policylibrary.gatech.edu/employment/vacation>

**Table 1: Professional Activities Absences/Leaves from Campus Processes**

Time Period	Form	Documentation	Approvals	System
1 to 10 Business Days*	Travel Authority via <a href="#">Techworks</a>	Travel Authority	School Chair or delegated representative	Travel Authority via Techworks
>10 Business Days* to <8.5 weeks	<a href="#">Absence from Campus</a>	Absence from Campus Form <sup>^</sup>	School Chair or delegated representative Dean Faculty Affairs Acknowledges	GT-TRACS
8.5 Weeks to One Year	<a href="#">Leave of Absence</a>	Leave of Absence Form <sup>^</sup> Justification and details of Leave COI Management Plan, if applicable Notify OSP, if applicable	School Chair Dean Vice Provost, GEFD Provost	GT-TRACS
> One Year	<a href="#">Leave of Absence</a>	Leave of Absence Form <sup>^</sup> Justification and details of Leave COI Management Plan, if applicable Draft Letter from President to Chancellor Notify OSP, if applicable	Chair Dean Vice Provost Provost President BOR Chancellor	GT-TRACS
Any	Consulting	Enter consulting hours into TimeOut	Supervisor (school chair/dean)	TimeOut

\*Business days exclude weekend days and Institute holidays when the campus is officially closed.

<sup>^</sup>A Travel Authority may also be required depending on the nature of the travel.