

Additional Contracted Work Policy for Staff

Policy Statement

Acceptance of an offer of employment at Marywood University implies intent to render the most effective service possible. Primary responsibility is to the position for which the employee is hired and any secondary work, whether on or off campus, may not impinge on the performance of the employee in the primary position.

Teaching

Teaching at Marywood University or teaching at another institution must have prior written approval of the employee's vice president and is limited to no more than one course per semester. Maximum teaching per fiscal year would be two courses, no more than one course in any given semester including summer sessions. Exceptions are rare and must be approved by both the appropriate vice president and the Provost and Vice President for Academic Affairs.

Professional Employment Other Than Teaching

Administrative and professional staff members may engage in other non-university professional employment if the activity is outside the person's normal working day at Marywood and if the activity will not interfere with the performance of responsibilities at the University. Prior written approval of the employee's vice president is required for consulting or any other professional practice.

Related Policies and Committees

Policy - [Employment Status for Administrative and Staff Positions](#)

History of the Policy

03/02/09 - Approved by the President of the University as recommended by the Policy Committee of the University

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL