

Non-College Work

Membership in the Baldwin-Wallace faculty is considered full-time employment; it includes not only teaching duties and professional growth, but also a proportionate share of formal and informal counseling, academic advising, and committee work. The nature of this professional obligation, except for the teaching load, cannot be defined in terms of specified number of hours being devoted to the work of the College.

The College encourages off-campus activities of a professional nature for its faculty members, recognizing that such activities may be beneficial both to the faculty member and the College. The College considers it to be the personal responsibility of each faculty member, however, to bear her or his College obligations in mind when accepting any substantial amount of additional work outside the institution (this statement is not intended to interfere with those who may have given an occasional lecture or accepted an engagement of limited duration).

As a guideline, when commitments for outside work require a full-time faculty member to miss more than 5% of her/his scheduled class time in any one class, the faculty member should consult with the Academic Dean, Department Chair and, in Divisions with appointed Division Chairpersons, with the Division Chairperson.

Full-time faculty members may not accept paid regular teaching assignments at other educational institutions during the academic year without the written approval of the Academic Dean.

In all cases where professional responsibilities outside the College require a faculty member to miss classes, the faculty member will assume responsibility to insure that her/his teaching responsibilities (classes, lessons, advising appointments, etc.) will be covered.

Institutional resources are provided to support such outside activities on the basis of eligibility and are subject to the approval of the Academic Dean. When significant use of resources is anticipated, prior approval shall be obtained from appropriate College offices. "Significant use" can be interpreted, for example, to be the use of more than \$200 of College resources such as secretarial help, student workers, audio-visual services, computer time, library resources, etc., during one academic semester.

College approval is expected for non-College commitments which will require part-time faculty members to miss more than 5% of scheduled class time for a course (or courses) they are teaching. Such approval should be requested from the Office of the Academic Dean if the courses are offered during the day, from the appropriate director of a graduate program if they are MBA or MAE courses, and from the Office of the Dean of Lifelong Learning if they are offered in the evening or on weekends.