Request for Approval of Outside Employment, Consultation, or Related Activities

School of Medicine Policy

The School of Medicine encourages academic activities related to our clinical, research and educational missions. The School simultaneously wants to avoid a conflict of commitment for our faculty and staff. The policies below are being implemented to create a balance between these needs.

Non-clinical Requests:

If a non-clinical, but professionally related, outside employment, consultation, paid speaking engagement or any related paid activity is to be performed by full or part time faculty member during work hours, considered to be Monday – Friday from 8:00 - 5:00, vacation time must be taken if the employee wishes to receive payment for the activity.

If vacation time is taken, that time-away will not be counted toward the cumulative average of no more than four (4) days per month during each academic year as described in The Handbook of Operating Procedures, Policy 10.1.8. However, any income earned will be counted toward the 30% of base salary limitation. Both time-away and income earned should be reported as part of the annual reporting mechanism associated with this policy.

If vacation time is not taken, the income will be deposited into a University account to be used as the Department Chair so indicates, and the time will be counted in the cumulative average of no more than four (4) days per month.

Standard exceptions to the above are granted due to the academic value provided, which includes service on an NIH study section, service at a scientific peer-review meeting for a charitable foundation, service on a peer-reviewed journal editorial board, service as a member of a national clinical certifying board, or service on a national governmental advisory committee such as an NIH institute council, an FDA advisory committee, or an Institute of Medicine working group. Presentations at academic institutions or professional organization events, where the honorarium will not exceed $1000 per occurrence, are also exempt. Other exceptions might be granted by the Dean if Chairs or Center Directors submit exception requests in writing stating the reason for the exception.

Clinical Requests:

Based on the Bylaws of The University of Texas Health Science Center at San Antonio MSRDP Faculty Practice Plan, 8.3 Sources of Income, and pursuant to the Member’s Memorandum of Appointment and Agreement of Participation with the Institution for participation in the Plan, each Member shall assign all professional income (including any technical component) provided in the context of patient care activities into the Department’s MSRDP account. Professional income includes, but is not limited to, any monies or material considerations provided in the context of medical services to patients; fees for all court appearances, depositions, expert testimony, or legal consultations; and gifts of cash or cash equivalents provided in the context of patient care activities.

Once this policy has been discussed with all advisory committees and approved by the Dean, it will take effect as of September 1, 2010.

Process for Approval:

Discussed with Department Chairs/Directors: January 27 and April 15, 2010
Discussed with the Deans: April 16, 2010
Discussed with the Faculty Council: May 10, 2010
Approved by the Dean: June 10, 2010
Revised by the Dean: March 1, 2012