

GUIDELINES FOR RESEARCH, CONSULTATION AND SERVICE ACTIVITIES  
FOR FULL-TIME FACULTY AND ADMINISTRATIVE STAFF

(Board of Trustees Resolution 1986-4)

Approved by Board of Trustees  
February 17, 1986

GUIDELINES FOR RESEARCH, CONSULTATION AND SERVICE ACTIVITIES  
FOR FULL-TIME FACULTY AND ADMINISTRATIVE STAFF

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Section 1. Uncompensated, Outside Normal Working Hours

Not applicable unless it interferes with primary contractual obligation to College of Medicine.  
Reporting not required.

Section 2. Compensated, Outside Normal Working Hours

Not applicable unless it interferes with primary contractual obligation to College of Medicine.  
Reporting not required.

Section 3. Uncompensated, During Normal Working Hours

Requires the prior written approval of the direct administrative supervisor. Any activity in excess of three consecutive working days requires the additional written approval of the Dean. In the case of faculty, the approval of the respective Associate Dean is required. Written activity reports are required to be submitted annually to the individual's direct administrative supervisor. These reports shall be forwarded to the Office of the President and Dean.

Section 4. Compensated, During Normal Working Days

- A. In accordance with the Ohio Revised Code, compensated research, services or consultation activities performed for another State of Ohio funded entity must be conducted outside normal working hours, on vacation time or during periods of leaves of absence without pay. Written activity reports must be submitted annually to the direct administrative supervisor. These reports shall be forwarded to the Office of the President and Dean.
- B. Compensated research, service or consultation activities performed for a non-state of Ohio funded entity require the prior written approval of the direct administrative supervisor. If the activities require absence from the College for more than one day, the approval of the Dean is also required. In the case of faculty, the approval of the respective Associate Dean is required. Written activity reports must be submitted annually to the direct administrative supervisor. These reports shall be forwarded to the Office of the President and Dean.

Section 5. Definitions

- A. Administrative Staff – for purposes of this policy, administrative staff are full-time, paid by the College of Medicine.
- B. Compensation – Direct or indirect receipt of money or its equivalent for services rendered.
- C. College of Medicine – includes the Rootstown Campus, the Consortium Universities and the Associated Teaching Hospitals.
- D. Faculty – for purposes of this policy are full-time faculty paid directly by the College of Medicine.
- E. Normal Working Hours – are those established by the College of Medicine.