

College of Sciences Policy

SUBJECT: Outside Teaching	Effective Date: 02/01/2024	Policy Number: COS004-2.2
	Supersedes: COS004-2.1	PAGE 1 OF 1
	Responsible Authority: Dean	

POLICY STATEMENT

Full-time faculty members in the College of Sciences (COS) may engage in outside teaching activity subject to the following limitations:

- The faculty member must disclose the outside activity through the Potential Outside Activity, Employment, and Conflict of Interest and Commitment Faculty system and gain approval **prior** to engaging in the activity, including for outside teaching during summer when the faculty member may not be on contract with UCF.
- The outside teaching assignment must not interfere with the employee's responsibilities at UCF. Faculty members must be able to meet any obligations of their assignment at UCF, commensurate with their mode(s) of course delivery, including all scheduled class meetings, office hours, consultations with and advising of students, posting of grades, faculty/committee meetings and other service obligations, research and creative activities, and any other assignments.
- All requests for outside teaching will be reviewed by the department chair/school director and COS Dean, who will approve or deny the request prior to the start of the activity. In evaluating the request, they shall use professional judgment that may include the faculty member's teaching effectiveness at UCF.
- Faculty members must be rated as at least Above Satisfactory in each area of assignment on their latest evaluation and overall, and continue to perform at this level.
- No more than one outside section of 3 or 4 credit hours (or the equivalent) per semester may be approved.

Resources:

<https://compliance.ucf.edu/conflict-of-interest/>