



MEMORANDUM

Date: July 24, 2017

To: Deans, School Chairs, and Vice Provosts

From: Rafael L. Bras, Provost and Executive Vice President for Academic Affairs

Copy: P. McKenna, K. Harrington, K. Wasch, L. Sharp, J. Fortner, R. Foy, J. Herazy, M. Tavares, J. Steltzer, J. Garton, M. Hall, Associate Deans, College Business Officers, College Faculty Affairs Reps

Subject: 2017 Update: Reminders about Absences from Campus, Conflicts of Interest, Consulting, Dual Employment, and Export Control

Our faculty are engaged in a variety of professional activities all over the world. Georgia Tech encourages and values these activities. I write to remind you of the policies that should frame them. I urge you to read the policies carefully and address any issues that may arise or exist in your units. Please share this memo with all faculty and staff in your unit.

Absences from Campus

All absences from campus while the faculty member is receiving salary must be approved by a Travel Authority request, Absence from Campus form, and/or Leave of Absence form, depending on the length and nature of leave. An absence is being physically away from campus during a time when a faculty member is expected to be performing research, teaching, and/or service (i.e., during a semester). It is the faculty member's responsibility to arrange for the performance of his/her duties during absences from campus. Cancellation of classes due to absence from campus is strongly discouraged. Faculty with commitments on sponsored activities who plan to be on leave of absence for three months or more must contact the appropriate Contracting Officer in the Office of Sponsored Programs regarding their continued engagement in their sponsored activities. Table 1 at the end of this memo will assist chairs and faculty with determining which process to follow. If there is a potential conflict of interest (COI) associated with a Leave of Absence, the COI Management Plan should be included in the approval documentation.

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During the summer, a faculty member who is not receiving salary, does not need to have absences from campus approved. Those being paid over the summer, including faculty members paid from sponsored funds, must follow these procedures. The same procedures apply when a faculty member is on leave of absence with pay.

If a faculty member is away from campus due to illness, medical appointments, or caring for an immediate family member, then sick leave should be used. For more information about faculty benefits related to illness or caretaking, see the Faculty Benefits Information page at: <http://www.faculty.gatech.edu/sites/default/files/documents/facultybenefits-v4.pdf>.

Working from home is not considered an absence from campus, if all expected duties are being performed and the individual's supervisor supports the working from home arrangement. In other words, teaching, office hours, research, and service obligations are being met as required and appropriate. Short absences on urgent personal business may be unavoidable, but personal business should not be scheduled when a faculty member is scheduled to teach.

Conflicts of Interest (COI)

The Conflict of Interest and Outside Professional Activity policy may be found at: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>. This policy also addresses, consulting, dual employment, and moonlighting and applies to all Institute employees, including Emeritus faculty, visiting faculty and scientists, adjunct faculty, affiliates, and Tech Temps.

All faculty and staff must disclose any potential conflicts of interest each year. Any disclosed potential conflicts of interest are reviewed by the Georgia Tech COI staff. Each faculty member is responsible for updating any changes to their situation throughout the year. The COI staff review each External Activity Report (EAR), which is then sent to the unit for the supervisor to review. The role of the supervisor as the reviewer is to determine if the proposed activity is appropriate for the employee. More guidance on the reviewer role can be found at: <http://coi.research.gatech.edu/node/2>. If you have any questions regarding COI, COI Management Plans and/or policies, or COI training for your unit, see the Conflict of Interest website at: www.coi.research.gatech.edu or contact Georgia Tech's COI officer, Jeffrey Steltzer at Jeff.Steltzer@qtrc.gatech.edu.

Consulting

With prior approval from the supervisor, faculty members may be allowed the privilege of consulting as outlined in the policy at: <http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>. The policy defines consulting as "any professional activity related to the person's field or discipline (e.g. consulting, speaking, scientific advisory boards, paid attendance at company meetings, expert witness services, etc.), where a fee-for-service or equivalent relationship with a third party exists. Consulting includes organizing or operating any educational program outside Georgia Institute of Technology. In these cases, the faculty member must obtain permission from the Dean of Professional Education as described in the policy.

It is against state law and Georgia Tech policy to use any state-owned facilities, property, and/or resources (including computers) while consulting for personal benefit. The number of consulting days allowed per year is outlined in the policy. The consulting must be done in addition to regular responsibilities. Activities that are not consulting include scholarly communications, professional service, and moonlighting (that is, “endeavors for financial profit that are not directly related to the person’s field or discipline”).

Dual Employment

Full-time Institute employees may not be on the payroll of other organizations except as consultants. In other words, dual employment is prohibited. This prohibition also includes employment in institutions and entities outside of the United States. (In the United States, payment for consulting services will be reported on an IRS 1099 Form, not on a W-2 form.)

With the approval of the school chair, dean, and president, a faculty member in certain instances may perform work for another University System of Georgia institution following the dual appointment process as outlined by the Board of Regents at:
http://www.usg.edu/hr/manual/dual_appointments.

Export Control

Georgia Tech employees can be held liable as individuals for improperly transferring export-controlled technology. As defined by Federal law, export-controlled technology includes items and information related to the design, development, or production of equipment or software identified on the United States Munitions List or the Commerce Control list. Transfers of listed technologies to non-U.S. persons or entities, whether physically present in the United States or not, in the form of drawings, schematics, blueprints, research results, formulae, meetings, symposiums, classroom discussions, conversations, email, etc., are controlled.

If any controlled information, technology, software, or equipment will be transferred to another party overseas or to a foreign party in the United States, a license must be obtained prior to the transfer unless a valid licensing exception or exclusion applies. Export issues can arise in or through foreign travel, international shipping, hosting foreign visitors, emailing or speaking with foreign individuals, and collaborations with foreign individuals or entities. The Georgia Tech Export Control policy can be found at: <http://www.policylibrary.gatech.edu/research-support/export-control>. The Georgia Tech Office of Research Integrity Assurance has more information about export control and related issues at: <http://researchintegrity.gatech.edu/export-control>. For questions, please contact the Export Control staff in the Office of Research Integrity Assurance (ORIA) at export@gatech.edu or the Office of Legal Affairs at asklegal@gatech.edu.

Leaves of Absences

Procedures and permission to take leave from campus are governed by USG and BOR policies as included at the end of this memo. In accordance with USG Policy 8.2.7.4, faculty employees

failing to return to the Institute as agreed following an approved leave, may be required to reimburse the institution for compensation and other expenses received while on leave.

Reporting Violations

Violations of any of these policies should be reported. The report may be filed through EthicsPoint at <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>. Within EthicsPoint, the reporting individual can remain anonymous.

Related Policies:

BOR Leave Policies: <http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.7> leave

BOR Outside Activities Policies:

<http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15> outside activities

Conflict of Interest and Outside Professional Activity Policy:

<http://www.policylibrary.gatech.edu/faculty-handbook/5.6-conflict-interest-and-outside-professional-activity-policy>

Export Control: <http://www.policylibrary.gatech.edu/research-support/export-control>

Faculty Benefits Information Sheet:

http://www.faculty.gatech.edu/sites/default/files/documents/faculty_benefits-v4.pdf

Flexwork Arrangements: <http://policylibrary.gatech.edu/employment/flexwork-arrangements>

General Leave (Time Off): <http://ohr.gatech.edu/benefits/timeoff>

Leave of Absence: <http://www.policylibrary.gatech.edu/employment/leave-absence>

Professional Absence and Leave Policies: <http://www.policylibrary.gatech.edu/faculty-handbook/3.1.4-professional-absence-and-leave-policies>

Research Administration, PI/PD Disengagement: <http://policy.research.gatech.edu/214-disengagement-pipd>

Travel Policies: <http://www.policylibrary.gatech.edu/business-finance/travel>

Research Administration, PI/PD Disengagement: <http://policy.research.gatech.edu/214-disengagement-pipd> and policy 2.1.4 Absence of PI/PD in the policy library <http://www.policylibrary.gatech.edu/research/2.1.4-absence-pipd>

Table 1: Professional Activities Absences/Leaves from Campus Processes

Time Period	Form	Documentation	Approvals	System
1 to 10 Business Days*	Travel Authority via <u>Techworks</u>	Travel Authority	School Chair or delegated representative	Travel Authority via Techworks
>10 Business Days* to <8.5 weeks	<u>Absence from Campus</u>	Absence from Campus Form [^]	School Chair or delegated representative Dean Faculty Affairs Acknowledges	GT-TRACS
8.5 Weeks to One Year	<u>Leave of Absence</u>	Leave of Absence Form [^] Justification and details of Leave COI Management Plan, if applicable Notify OSP, if applicable	School Chair Dean Vice Provost, GEFD Provost	GT-TRACS
> One Year	<u>Leave of Absence</u>	Leave of Absence Form [^] Justification and details of Leave COI Management Plan, if applicable Draft Letter from President to Chancellor Notify OSP, if applicable	Chair Dean Vice Provost Provost President BOR Chancellor	GT-TRACS

*Business days exclude weekend days and Institute holidays when the campus is officially closed.

[^]A Travel Authority may also be required depending on the nature of the travel.