DATE: October 13, 2014

TO: Deans and Associate Deans for Management

FROM: George M. Stancel, PhD

RE: Guidance on “Mission” Trips and Other Charitable, Volunteer Service.

Several faculty members and department chairs have recently asked if faculty members could participate in these types of activities on university time and if expenses were reimbursable. After consulting our deans and other administrative leaders I concluded our existing policies are adequate to address this issue and a new HOOP policy is not required. I have developed the following guidance to provide consistency and clarification.

Faculty and staff members may voluntarily provide professional services for activities sponsored by charitable, religious or other organizations that are not officially sanctioned university functions (e.g., ‘mission’ trips). Time spent on such activities should be taken as vacation or leave without pay and expenses are not reimbursable.

If an individual’s involvement in such activities is primarily in support of an educational, research or service program of the university, he/she may participate on university time and expenses may be reimbursable if funds are available and approved in advance by the department chair and dean. Examples which may qualify if approved in advance include cases in which a faculty or staff member

- supervises an activity for which students or trainees receive formal credit (e.g., an elective approved by the school’s Curriculum Committee, a rotation that fulfills a residency or fellowship requirement, etc.) or an activity to fulfill a requirement(s) for an approved program (e.g., a Global Health Concentration)
- participates in a university approved research project that provides funding for the individual’s effort or is approved for cost sharing
- provides clinical or other services for which the university is reimbursed or has agreed to provide at no cost
- provides other services as part of university sanctioned activities, e.g., disaster relief

Faculty and staff members participating in approved activities must comply with all relevant university policies, including but not limited to HOOP policies on Travel and Conflicts of Interest, Conflicts of Commitment, and Outside Activities.

Please feel free to contact me if you have any questions.

Thank you.