

UNIVERSITY OF CALGARY
Faculty of Medicine

Guidelines on Outside Professional Activity

Outside Professional Activity (OPA) is the subject of Article 13 of the “Agreement between the Governors of The University of Calgary and The University of Calgary Faculty Association (November 28, 1984).” Article 13.6 requires that faculty councils establish guidelines on OPA and stipulates that Deans have the responsibility to administer these. The main features of such guidelines concern disclosure and reporting, use of resources, and resolution of disputes. The following Faculty of Medicine OPA guidelines are intended to supplement those set out in Article 13.

The Faculty of Medicine recognizes that Outside Professional Activity can be a beneficial component of a staff member’s career. It may vary from a minor component of one’s work effort done without charge, such as a public service, to a major contract outside the University. Outside Professional Activity also includes technology transfer.

The Faculty believes that Outside Professional Activity must not detract from or interfere with the staff member’s ability to render full service to the University or other areas of responsibility as per the faculty member’s contract (as per Article 13.3). If any of the activities involve institutional resources, or if the Outside Professional Activity detracts from or interferes with the staff member’s ability to render full service to the University or other areas of responsibility, the Outside Professional Activity must be declared through the Department Head to the Dean. A Declaration Form for this purpose is available in the Dean’s Office (MD-OPA-1). Note that under Article 13.7.1, the Dean may in certain circumstances require written responses to specific questions about an academic staff member’s OPA.

An academic staff member shall seek to resolve a dispute in a meeting with the Department Head. Should the matter not be resolved in this way, the disputants (separately or together) shall meet with the Dean or delegate (as per Article 13.10.1).