



Georgia Institute of Technology®

Office of the Provost and Executive Vice President for Academic Affairs

Date: September 3, 2019
To: Deans, School Chairs, Vice Provosts, Vice Presidents, and GTRI Directors
From: Rafael L. Bras, Provost and Executive Vice President for Academic Affairs
Copy: C. Abdallah, J. Fortner, N. Baker, B. Ferri, J. Steltzer, J. Herazy, D. Bamburowski
Subject: External Teaching Activities

This memo outlines required procedures and approvals for faculty members and other employees engaging in instructional activities outside of Georgia Institute of Technology. This includes providing compensated teaching to entities other than Georgia Tech and the development and hosting of certain professional education activities by faculty members or administrative units.

1. Consistent with Georgia Tech's policies related to external activities, faculty and staff members must seek approval from their supervisor/school chair and dean/division head to provide **compensated credit-bearing teaching** at other colleges, universities, or other degree-granting external entities. When supervisors are reviewing such requests for approval, the modality of the offering, the impact of time on their assigned Georgia Tech duties, and any conflicts of interest and commitment should be considered carefully. If the teaching occurs at fellow USG institutions, [a dual appointment agreement](#) must be submitted. All other external credit-bearing teaching activities should be reported through the [eCOI system](#).
2. The hosting or development of any **non-credit courses or offerings for a continuing education credit (CEUs)**, via online or in-person delivery or for compensation should be done in consultation with GTPE to ensure consistency with Institute strategy and policy. These activities should also be approved by the employee's supervisor/school chair and dean/division head and reported through the [eCOI system](#).

Thank you for bringing these items to the attention of the relevant faculty members and staff in your units.

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