

Harvard School of Public Health Instructions for Requesting Approval of External Academic Activities

All faculty members with primary appointments at HSPH must request permission in advance to undertake certain types of external academic activities. These activities are described in the "Guidelines on External Academic Activities for Primary Faculty Members," available on-line at the Office for Academic Affairs website: <http://www.hsph.harvard.edu/academicaffairs/extactivities.htm>. These guidelines and instructions are sent annually as part of the conflict-of-interest reporting process but may be submitted at any time of year, ideally as soon as possible after you have been approached about participating in any of the activities listed in categories two and three of the guidelines. The process of seeking approval from the provost (and, if necessary, from the Corporation) can take at least one month. Approval is generally granted only for one year at a time.

If you propose to undertake activities listed in category two or three of the guidelines, please note that the following information is required by the provost's office; all information requested below must be provided in detail (please use a list format corresponding to the numbers below) or the request will be returned to you. Please send your request to Tina Goldsmith, Office for Academic Affairs, Kresge 1010 (or tgoldsmi@hsph.harvard.edu).

1. Your name, title, contact information, and the date of your request.
2. A description of the proposed activity, including (a) the dates and duration of the program, (b) the extent and nature of your involvement, (c) the sponsoring institution, (d) a description of the participants, and (e) whether the teaching is for credit or not for credit.
3. A justification of the activity in relation to HSPH goals and objectives: in what way does this teaching serve an important public health purpose?
4. Is this teaching taking place in a venue where competition with the school's offerings and audiences is minimal? Please explain.
5. A description of the financial arrangements, including both payment from external sources and any adjustment of school or department funding.
6. Will any resources of the school or the university be used in the preparation of this course or activity? If yes, please explain.
7. Will your participation in the program interfere in any way with your teaching and advising responsibilities at HSPH? Please explain.
8. Will any electronic materials be generated? If so, how will they be used?
9. Will you be given any kind of academic title in connection with this teaching? If so, the title needs to include the designation "visiting."
10. Will you be carrying out any research in connection with this activity? If yes, please explain.
11. Do you propose that the HSPH or Harvard name or shield be used in connection with your participation in this activity? If so, have you sought and received permission?
12. Have you requested and received permission for this activity in a previous year?
13. Please provide a brief memorandum of support from your department chair.