

## EXHIBIT A

### Policy on External Professional Activity

A member of the staff of the Commission on Higher Education may be authorized to undertake professional work of an expert nature outside the Commission offices and receive pay therefor, when the work contributed to the professional development and/or enhancement of the staff member. Such activity may not interfere, nor tend to interfere, with the performance of duties for which the staff member is employed by the State; there must be no conflict with official interests; the activity must be performed on the member's own time; and no Commission personnel, equipment or other resources may be used. In view of the state-wide interests of the Commission, external activity of this nature must of necessity be out-of-state.

Each instance of external professional activity for reimbursement must be approved by the Commission. The staff member concerned will submit a written request to the Commissioner, describing the nature of the proposed activity and how conflict with official duties and interests will be avoided. Each request will include a statement indicating understanding that no Commission resources will be used. The Commissioner will submit the request with a recommendation to the Commission.

Adopted by the Commission on Higher Education June 7, 1973