

THE PROFESSIONAL COMMITMENT POLICY CONTAINS THE FOLLOWING SECTIONS:

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- B. Reportable Activities and Services**
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Adopted on September 30, 2009

A. DEFINITION/COVERED PARTIES

As part of a University devoted to the development and advancement of science and medicine, faculty members engage with industry, government, and professional associations to further their knowledge and research, and to contribute to the richness and diversity of the academic community.

These relationships are governed by one basic principle:

1. Each member of the faculty of the Johns Hopkins School of Medicine has an obligation to act in the best interest of the University and in furtherance of the University's mission. Faculty must not let outside activities or interests interfere with those obligations. Outside activities are considered a privilege for which one must seek approval from the department director or designee and fully report the activity to the university.¹
2. It is the fundamental premise of this policy that faculty are expected to devote their primary professional loyalty, time, and energy to their teaching, research, patient care, and administrative responsibilities at the School of Medicine.
3. This policy applies to all full-time and salaried part-time faculty. Non-salaried part-time faculty should refer to the Blue Book for applicable policies.
http://www.hopkinsmedicine.org/som/faculty/policies/bluebook_2003.pdf
4. **Primary Commitment of Full-Time and Salaried Part-Time Faculty:**
Full-time faculty members of The Johns Hopkins University School of Medicine recognize that their primary responsibility is to The Johns Hopkins University. Acceptance of a full-

¹ Department directors' activities are approved by the Dean or his/her designee.

time appointment entails an intellectual commitment to the furtherance of the academic objectives of the School. Full-time faculty should assign first priority to the needs and goals of The Johns Hopkins University. Salaried faculty whose appointments are less than full-time are expected to devote professional loyalty, time, and energy to their teaching, research, patient care, and administrative responsibilities, in accordance with their agreed-upon time commitments.

The specific responsibilities and professional activities that constitute an appropriate primary commitment should be based on an understanding between the faculty member and his or her department director.²

B. REPORTABLE ACTIVITIES AND SERVICES

1. Full-time and salaried part-time faculty must report the following time commitments to outside activities on a continuing basis and prior to engaging in the activity:

- a. Services to industry, scientific/medical non-profit organizations, and medical education and communication companies

Including but not limited to consulting and advisory services

Exceptions:

- *Services to foundations, and federal and state government organizations*
- *Invited lectures and seminars at other academic institutions*
- *Institutional activities governed by an agreement between Johns Hopkins University and a third party where payment is made to JHU.*

- b. Fiduciary and management roles in non-Hopkins entities

Including but not limited to service on board of directors, or as an officer, manager, or medical director of a for-profit company, non-profit organization or charitable foundation

Exceptions:

- *Fiduciary roles in academic societies (e.g., chair or board member of American Heart Association, American Cancer Society)*

2. Full-time and salaried part-time faculty must report the following time commitments at least on an annual basis:

- a. Compensated medical-legal (“expert witness”) consulting and testimony

3. Additional reporting for full-time and salaried part-time faculty:

² The department director may appoint a designee, such as the faculty member’s division director, to review and monitor professional commitment. In the context of this policy, the term “Department Director” used hereinafter shall include his or her designee.

- a. A complete report of all outside activities may be requested at any time by the department director or the Dean³ in connection with appointments, promotions, administrative assignments, or performance reviews. These additional activities may include, but are not limited to, the following:
 1. Speaking activities other than those for Johns Hopkins-sponsored CME
 2. Publishing activities other than those generally included on a CV
 3. Service to federal/state organizations
 4. Service to scientific/medical foundations
 5. Fiduciary roles in academic societies
- b. The Dean also may ask faculty members for a complete report of all outside activity in connection with requests for institutional clearance, certification of research, application for support of academic endeavors, purchases of equipment, in conjunction with relevant inquiries or investigations, or similar requests.

Please note: Reporting of the activities listed above and/or other activities and interests also may be required under the School of Medicine’s policy on Conflict of Interest, available at:
http://www.hopkinsmedicine.org/som/faculty/policies/facultypolicies/conflict_interest.html

For additional information, contact the Office of Policy Coordination.

C. REPORTING PROCEDURE

1. Reporting Procedure:
 - a. All reportable outside activities (see “Reportable Activities” section) must be reported to the Department Director via the Office of Policy Coordination’s online disclosure system, eOPC.
 - b. **Disclosures must be made prior to undertaking an outside activity*** and must be updated once a year in an annual report and whenever there is a change to the arrangement (e.g., remuneration, time commitment, type, or nature of service).

*Exception: Activities that must be reported on an annual basis (see “Reportable Activities” section).

2. Reviewing procedure:

³ The Dean may ask a designee, such as the Vice Dean for Research, to request such a report. In the context of this policy, the term “Dean” used hereinafter shall include his or her designee.

- a. Outside activities disclosed in eOPC will be reviewed by the Department Director and the Office of Policy Coordination for compliance with this policy and the policy on conflict of interest.
- b. The outcome of the OPC review will be communicated to the faculty member and the Department Director in writing. The activity is not considered approved until a written approval has been sent to the faculty member.
- c. Department directors may require that their faculty members obtain their review and approval prior to reporting to OPC.
- d. Department directors may prohibit or restrict outside activities if deemed necessary.

D. WHO REVIEWS AND MANAGES PROFESSIONAL COMMITMENTS?

1. Determining whether a particular outside activity constitutes an acceptable or unacceptable time commitment is the responsibility of the faculty member's department director, who may seek consultation with the Office of Policy Coordination.
2. Department directors can place restrictions on or deny any activity if they believe the activity is likely to negatively impact a faculty member's ability to fulfill his or her University responsibilities due to the amount of time required by, or the nature of, the outside role or activity. For such a determination to be made, directors may evaluate areas of faculty responsibility and productivity, including but not limited to clinical service, research, and teaching.

E. REGULATED ACTIVITIES

Regulated Activities include but are not limited to:

1. Patient Care Outside the Johns Hopkins University and Johns Hopkins Health System
Note: This section applies to full-time faculty only
 - a. Faculty may not provide patient care at an outside facility or practice under a private agreement. Faculty may only conduct patient care outside a Johns Hopkins facility under an institutional contract between Johns Hopkins and the outside facility or practice. Personal remuneration received for the professional care of patients may not be retained by full-time faculty regardless of where or when such services are performed.⁴
 - b. A faculty member who proposes to participate in clinical practice occurring outside of a Johns Hopkins medical facility or for an entity other than Johns Hopkins within or outside the United States must report the activity to, receive approval from, and

⁴ With the permission of one's department director, a faculty member may retain earnings from services such as camp doctor.

make arrangements, including for billing, with the department director prior to initiating the activity. A faculty member may not accept direct compensation in lieu of payment to the University for the provision of medical care.

2. Speaker for Industry

Service as a speaker for industry is prohibited if the arrangement has any of the following characteristics:

- a. the company has the contractual right to dictate or control the content of your presentation or talk, and/or
- b. the company creates the slides or presentation material and has final approval of the content and edits, and/or
- c. you are expected to act as a company's agent or spokesperson for the purpose of disseminating

http://www.hopkinsmedicine.org/som/faculty/policies/facultypolicies/speakers_bureau_policy.html

3. Other

a. Endorsement & Promotion

Any activity that could imply or constitute endorsement or promotion of any commercial product, technology, service, or company, is prohibited.

<http://jhm.brand-savvy.com/gui/content.asp>

b. Proprietary Information

Any private outside activity that involves the use of Johns Hopkins University proprietary information is prohibited.

http://jhuresearch.jhu.edu/JHU_Intellectual_Property_Policy.pdf

b. Use of Name

Any outside activity that involves use of the names, logos, or brand marks of the Johns Hopkins University, Johns Hopkins Medicine, or its member organizations without explicit permission from the institution is prohibited.

<http://jhm.brand-savvy.com/gui/content.asp>

c. Academic Freedom

Any activity that compromises the basic scholarly independence and freedom of action that are central to University life is prohibited. Activities that restrict or

interfere with a faculty member's ability to conduct research and other academic activities such as publishing or presenting research results are prohibited.

http://jhuresearch.jhu.edu/Policy_onConflict_of_Interest.pdf

d. JHU resources

Any substantive private activity conducted for a non-Johns Hopkins entity that involves the use of Johns Hopkins resources is prohibited unless there is explicit, documented approval by one's department director (or by the Dean, in the case of department directors). In general, an activity involving the use of University resources must be the subject of an institutional agreement.

http://jhuresearch.jhu.edu/Policy_onConflict_of_Interest.pdf

F. TIME LIMIT

Engaging in an outside activity is considered a privilege. Outside activities should not distract faculty members from fulfilling their responsibilities, and devoting professional loyalty, time, and energy to their teaching, research, patient care and academic development. Therefore, the amount of time spent on outside commitments that are compatible with fulfilling one's responsibility to the University and one's appropriate academic pursuit needs to be determined by the department director after discussion with the faculty member.

G. SANCTIONS FOR NON-COMPLIANCE

Violations of this Professional Commitment policy are subject to the School of Medicine's Procedures for Dealing with Issues of Professional Misconduct.

http://www.hopkinsmedicine.org/som/faculty/policies/facultypolicies/professional_misconduct.html