

Chapter 15. Miscellaneous Matters

15.1 Conflict of Interest

[Follow this link to view Brown University's Conflict of Interest and Commitment Policy.](#)

All members of the Brown community have an obligation to report conflicts or the lack thereof annually, and to address both the *substance* and the *appearance* of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate University representatives and withdraw from debate, voting, or other decision-making processes where a conflict of interest exists or might arise.

Brown University recognizes that some members of the Brown community may have outside service, business, and professional interests. Such interests, however, should enhance one's role as a member of the Brown community and neither compromise one's ability to meet one's University responsibilities nor harm the University reputation.

A **conflict of interest** may take many forms but arises when a member of the Brown community might be able to use authority of their Brown position a) to influence the University's business decisions in ways that give improper advantage or other benefit to oneself, a family member or associate or b) to obtain for oneself, a family member, or associate a financial benefit beyond the compensation they receive from Brown, an affiliated hospital, or one of its affiliated practice plans or foundations.

A **conflict of commitment** occurs when a commitment to activities outside of one's University responsibilities by a member of the Brown community interferes with their capacity to meet their University responsibilities.

It is recognized that some outside service and professional responsibilities of members of the Brown community can and do benefit Brown. In the case of campus-based faculty, the value and importance of outside activities is explicitly recognized in the long-standing policy that full-time campus-based faculty members may devote to such activities an effort equivalent to not more than one day per normal work week on average, unless an exception has been granted. In the case of hospital-based faculty, the time allowed for services and professional activity with other organizations will be understood in the context of such faculty members' affiliation with both Brown University and the hospital foundation, or practice plan that serves as the faculty member's primary employer.

15.2 Grievance Procedure

The procedures available to members of the faculty for filing grievances are set down in the *Faculty Rules and Regulations*. Chairs should be familiar with the details of these procedures, and should also call them to the attention

of all the department faculty. Grievance Procedures for non-faculty employees can be found on [the University Human Resources website](#).

15.3 Team Teaching

Generally team-taught courses involve multiple faculty with pre-existing Brown University appointments. Any deviations with this require approval from the cognizant dean. The standard at Brown is one instructor per class, and faculty are normally expected to teach at least one course a semester. Exceptionally and with regard to certain subjects and in particular curricular contexts team teaching is allowed as a way of enhancing the quality of a course. Such collaborative teaching should not require less planning, less preparation, or less effort assuming that both instructors are fully engaged in the teaching of the class, attend all of the regular class meetings, and share in the grading of required work of the students. The decision to allow team teaching is subject to the approval of the CCC when the course in question is first proposed, and whether it counts as one course for each faculty member is left to the discretion of the department chair. Unless otherwise specified by the department chair the team-taught class counts for one whole course for each faculty member. The criteria for approving team teaching to be followed by the department chair are as follows:

- There is a sound pedagogical rationale for team teaching the course
- The teaching assignment does not trigger a request for temporary teaching funds to cover a course not offered as a result of this arrangement
- The arrangement may count as a full course assignment for each instructor as long as (1) the effort put forward by each instructor is comparable to the effort put forward in a single-instructor course in the department, and (2) the instructors are fully engaged in all aspects of the course.

15.4 Course Load Requirements

Under certain circumstances, faculty with a two-course load may elect to teach both of their courses in one semester. Criteria for approving such “course bunching” are:

- faculty must use the semester without teaching to work on a project that is both too large to manage otherwise and would involve considerable benefits to colleagues and students at the University;
- requests to bunch courses require the prior approval of the faculty members’ chairs or directors and the cognizant dean.

For the purpose of teaching (but not service or residency) requirements, faculty may count one course taught in Summer Session, but only if it is given for regular Brown credit and the teaching is not separately compensated.