

## Staff and Faculty Consulting Limitations

Like many employers, the University limits the circumstances under which its full time employees may receive compensation for providing professional services (referred to as “consulting”) outside the scope of their official duties. Those limitations are designed to insure that consulting does not interfere with a full time employee’s primary commitment to the University, create a conflict of interest, or discredit the University’s image in the community. In the case of staff members, provisions dealing with consulting begin on page 30, *Staff Handbook*, under the heading “Professional Consulting, Teaching and Other Outside Employment.” Similar provisions pertaining to faculty members begin on page 9-2, *Faculty Handbook*, under the heading “9.3 Consulting.”

Staff members are generally limited to 35 hours or less of professional consulting (professional services based on advanced education or special training) per month. If professional consulting is limited to teaching, the maximum teaching load is three semester hours per term. As a rule, professional consulting activities are not permitted during regularly scheduled work hours. However, a supervisor may grant an exception, provided that consulting that taking place during regularly scheduled work hours is properly charged to vacation leave, personal leave, or leave without pay. In addition, staff members may not provide such services to the organizational unit in which they are employed. Staff members must seek approval of professional consulting by completing and submitting the Professional Consulting/Teaching Disclosure Form to their supervisor.

Faculty members are generally limited to 36 hours or less of consulting per month, non-cumulative, above and beyond the time required to fulfill their primary responsibilities to the University. This limitation does not in most cases apply during the summer. Teaching a course at another institution will normally be considered a conflict of interest and will not be allowed. If allowed, teaching will be restricted to no more than three credit hours per semester. Consulting on sponsored projects must be approved on a Consultant Subcontract Approval Request form. If consulting will involve significant use of university resources (i.e., laboratories, equipment, work by students and staff), it must be handled as a university grant or contract. In addition, faculty members are precluded from consulting for their own department. Faculty members must apply for approval of consulting activities using the forms at Appendix J, *Faculty Handbook*.

Early consultation with supervisors and department chairs will help insure that consulting activities are conducted with appropriate approvals and consistent with University policy.