



## **POLICY MANUAL**

### **COMPENSATION**

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**Number 377**

**Subject: Consulting Service**

**Covered Employees: Faculty and Professional Employees**

**Date of Origin: January 24, 1997**

**Effective Date of Last Revision: June 23, 2000**

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#### **377.1 PURPOSE**

The University recognizes that faculty and professional employees make broad and significant contributions by providing professional expertise to local, state, national, and international communities on a consulting basis. Such activity contributes not only to the needs and understanding of others, but increases the competence of the consultants in their professional roles and brings recognition to the University.

Time away from work for consulting services may be granted to faculty and professional employees provided that such services do not interfere or conflict with their University role assignments and are deemed beneficial to the University and the professional development of the employees. Faculty and professional employees have primary employment and professional responsibilities to the University. Leave for consulting services is a privilege granted at the University's discretion. Extension of this policy to employees other than faculty and professional staff may be considered on a case-by-case basis.

#### **377.2 PROCEDURES**

##### **2.1 Consulting Service Leave**

(1) An employee requesting consulting leave must submit a Request for Extra Contractual Services Time and Consulting Leave Form to his/her immediate supervisor, outlining the time requested, the nature of the consulting work, and the benefit to the University.

(2) The supervisor will forward the completed form with a recommendation to the

appropriate dean or vice president for final approval. Absence of a conflict of interest and a conflict of commitment must be established. Approval must be obtained prior to commencement of consulting leave.

(3) Time permitted. Faculty and professional staff on full-time appointments may be permitted up to three consulting service days per month. Annual leave or leave without pay may be used in addition to, or in lieu of, consulting service leave.

(4) Restriction on accumulation and transfer of days. Days allowed a faculty member for consulting services must be used within a given term of appointment and may not be transferred from one term of appointment to another.

## **2.2 Conflict with University Assignment; Competition with University**

Faculty members and professional employees may render consulting services to any entity or organization provided that the services are not included in the employee's role statement/job description. Employees may not engage in any consulting activity in competition with the University.

Except as provided for on sabbatical leave (policy 365), faculty members may not accept employment for--and may not perform--any teaching, instructional, Extension, or research services for other institutions during their term of appointment without the knowledge and written approval of the faculty member's department head or supervisor and dean, director, or vice president. Compensated or uncompensated participation in an occasional short-term conference, seminar, or symposium or the delivery of a scholarly paper or public address at a professional meeting or academic gathering, does not violate this policy.