



# **POLICY MANUAL**

## **COMPENSATION**

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**Number 377**

**Subject: Consulting Service**

**Covered Employees: Faculty and Exempt Employees**

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

**Effective Date of Last Revision: March 6, 2015**

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### **377.1 PURPOSE**

The University recognizes that faculty and exempt 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 employees provided that such services do not interfere or conflict with their University role assignments or job duties and are deemed beneficial to the University as well as the professional development of the employees. 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 exempt 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 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. Employees will confirm that there is no conflict of interest or conflict of commitment when requesting Consulting Leave.

Approval must be obtained prior to commencement of consulting leave.

(3) Time permitted. Eligible Fiscal Year employees may be permitted up to **four** consulting service days per month in a 12-month fiscal year period. Eligible Academic Year employees may be permitted up to four consulting service days per month in a 9-month academic year period. Eligible employees with appointments less than 1 FTE may be permitted consulting service leave on a pro-rata basis. Consulting leave service days may accumulate from month to month, but there is no carryover from one contract year (fiscal year or academic year) to another.

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

Faculty members and exempt 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.