

PRIVATE OR OUTSIDE CONSULTING APPROVAL FORM

Purpose: This form is used to request and document prior, written approval of private or outside consulting activities by faculty as required by HR80

Instructions: This form is to be completed by the faculty requesting prior approval for private or outside consulting activity or activities and submitted to his/her department head or unit head prior to engaging in the private or outside consulting. The department head or unit head shall review this form and indicate his/her approval of the described private or outside consulting by signature below (pg. 3). The original form shall be maintained by the department or unit head for a period of three (3) years from the conclusion of the consulting relationship and a copy shall be returned to the requester.

****PROFESSIONAL ACTIVITIES NOT REQUIRING PRIOR WRITTEN APPROVAL ON THIS FORM (AS PER HR80):**

Certain activities are expected of a faculty member as part of his or her normal scholarly activities and are not regulated by HR80 (even if a faculty member is paid to do them by a person or entity other than the University). These include, but are not limited to:

- Presentations at professional meetings and other similar gatherings
- Peer review of articles and grant proposals
- Leadership positions in professional societies
- Preparation of scholarly publications
- Editorial services for educational or professional organizations
- Service on advisory committees or evaluation panels for governmental funding agencies, nonprofit foundations, or educational organizations
- Service with accreditation agencies (e.g., AAALAC, AAHRPP, etc.)
- Conducting workshops for professional societies
- Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions

****DEPARTMENT/UNIT HEAD GUIDELINES FOR APPROVAL (AS PER HR80):**

Any consulting engaged in by faculty:

1. Shall not interfere with the performance of his/her University duties or other contractual obligations to the University (including non-classroom and non-research responsibilities expected of all faculty members);
2. Should enhance his/her professional stature or academic proficiency;
3. Shall not adversely affect the University's interests or mission or violate University policies or regulations including, but not limited to, policies or regulations related to intellectual property, conflict of interest, private consulting, use of University's name or its resources, etc.; and
4. Shall not exceed the maximum time limits outlined in HR80. In extraordinary circumstances, if faculty need to exceed the limit of hours imposed by HR80, approval must also be obtained from the Dean or the next highest level of authority. (See HR80 or "Note" on page 2 of this form for more details of the time limits imposed by HR80).

****REMINDER:** Approval of the Department/Unit Head is required BEFORE you may engage in the private or outside consulting activity/activities described below. If more than one person or entity is involved, please make a copy of this page and use a separate page for each person or entity.

Your Name _____ Department _____ College _____

Person or entity (e.g. company or agency) you will be performing the private or outside consulting activity/activities for:

Describe with detail the outside or private consulting or other professional activity/activities or service(s), paid or unpaid, that you will be providing to the person or entity named above:

Date(s) on which you expect the activity/activities or service(s) describe above will be performed:

Hours, or estimate hours, to be spent engaged in the activities/activities or service(s) described above:

****Note:** As per HR80, a faculty member may engage in consulting up to an equivalent of four (4) days per month, for a maximum of forty (40) hours per month, during the duration of his/her appointment period. Thus, faculty with a thirty-six (36) week appointment may consult for a maximum of forty (40) hours per month for the nine months of his/her appointment period, but no more than 360 hours total during that nine month period; and, faculty with a forty-eight (48) week appointment may consult for a maximum of forty (40) hours per month for the twelve months of his/her appointment period, but no more than 480 hours total during that twelve month period.

If hours projected above will be in excess of those allowed by HR80, please state the reason(s) why and provide an explanation of why an exception to the hourly limits within HR80 should be made: (**requests for consulting that exceed the monthly consulting time limits of HR80 must be approved by both the relevant department/unit head and the Dean or next highest level of authority):

APPROVAL OF THE PERSON(S) DESIGNATED BELOW IS/ARE REQUIRED BEFORE FACULTY MAY ENGAGE IN THE PRIVATE OR OUTSIDE CONSULTING ACTIVITIES (AS DEFINED BY HR80) DESCRIBED HEREIN:

Department/Unit Head Signature: _____ Date: _____

Please check one: I Approve I do NOT Approve

Comments:

If requested time is in excess of those allowed by HR80, then the below signature is also required *prior* to engaging in the private or outside consulting activity:

Dean or Next Highest Level of Authority: _____ Date: _____

Please check one: I Approve I do NOT Approve

Comments:

***REMINDER:** Completed and signed forms should be maintained by the Department/Unit Head for a period of three (3) years.