Faculty Handbook, Chapter 3, Part One

Article III. Non-University Activities of Faculty Members During the Contractual Period*

A. Faculty members may extend their professional development by accepting opportunities for outside consulting and similar services in their fields of specialization.

B. The following activities are examples of customary faculty duties and do not constitute consulting or similar services:

1. Participation on federal grant proposal study sections and similar peer review of grant proposals,
2. Participation in review of publications and other scholarly and editorial duties,
3. Participation in meetings and conferences of academic and professional societies
4. Participation in a governmental commission, board, task force, or other such working group
5. Going to another site to access facilities necessary to perform University research or other duties.
6. Going to another site for accreditation, audits, reviews, etc. in furtherance of a university research, academic, or service program
7. Scholarly talks, panels, and other speaking engagements to disseminate research results and other academic or creative expressions

C. Consulting and similar services must not be permitted to interfere through conflict of interest or otherwise with a faculty member's commitment to the University. (The full text of the University's conflict of interest policy will be found in Chapter 4.)

D. Although the number of hours a faculty member devotes to consulting and similar services cannot be fixed precisely, an average of four working days per month (including travel time) during the individual’s contract period is reasonable.

E. Each faculty member shall keep his or her department chair or dean informed of the nature and extent of his or her consulting and similar services.

F. All consulting and similar services that would represent potential conflicts with a faculty member's normal university duties, including time commitments in excess of an average of four working days per month, require advance approval by his or her department chair or, in a school without departments, the dean (or a designee of the chair or dean).

G. A faculty member may not hold appointment in another educational institution without written approval in advance by the Provost; request for approval should be directed to the faculty member's department chair or, in a school without departments, the dean (or a designee of the chair or dean).

H. The rights and obligations of faculty members with respect to patents and copyrights are covered in separate university policy and procedural statements. (See Part Two, Section I of this Chapter.)

*approved by the Board of Trustees 10/9/73, approved by the Faculty Senate 3/31/03, approved by the University Faculty 4/23/03, approved by the Board of Trustees 5/19/03
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   1. Participation on federal grant proposal study sections and similar peer review of grant proposals;
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   7. Scholarly talks, panels, and other speaking engagements to disseminate research results and other academic or creative expressions.

C. Each faculty member shall keep his or her department chair or dean informed of the nature and extent of his or her consulting. (moved to new par. E and revised)

C. Consulting and similar services must not be permitted to interfere through conflict of interest or otherwise with a faculty member's commitment to the University. (The full text of the University's conflict of interest policy will be found in Chapter 4.)

D. All outside activities which represent potential conflicts with a faculty member's normal university duties require advance approval by his or her department chair or dean. (moved to par. F and revised)

D. Although the number of hours a faculty member devotes to consulting and similar services cannot be fixed precisely, an average of four working days per month (including travel time) during the individual’s contract period is reasonable.

E. A faculty member may not hold appointment in another department in another educational institution without written approval in advance by the university administration; request for approval should be directed to the faculty member's department chair or dean. (moved to par. G and revised)

E. Each faculty member shall keep his or her department chair or dean informed of the nature and extent of his or her consulting and similar services.

F. The rights and obligations of faculty members with respect to patents and copyrights are covered in separate university policy and procedural statements. (See Part Two, Section 1 of this Chapter)
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G. A faculty member may not hold appointment in another educational institution without written approval in advance by the university administration–Provost; request for approval should be directed to the faculty member's department chair or, in a school without departments, the dean (or a designee of the chair or dean).

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