

## 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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- 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. 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 a 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)~~

2

- F. All ~~outside activities which~~ 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 ~~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).
- 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.)

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