

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	November 2005
Section 3.2	Rights, Responsibilities, and Duties of the Faculty	Revised:	
<b>Policy 3.2.7</b>	<b>Outside Consulting and External Activities</b>	Responsibility:	Deans

# OUTSIDE CONSULTING AND EXTERNAL ACTIVITIES

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## Overview

Full-time faculty are encouraged to accept offers in a consultative or advisory capacity with educational institutions, governmental agencies and industry. The Health Science Center considers such activities to have an actual or potential benefit to the University and can enhance the career and prestige of faculty and the institution.

The primary responsibility of the full-time faculty is to the Health Science Center in the accomplishment of their duties and responsibilities assigned to their position of appointment. External consulting or outside activities that interfere with those duties and responsibilities should not be accepted.

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## Policy

External consulting or outside activities must be approved by the faculty's direct supervisor and the Chair of the department. A [Request for Approval of Outside Employment, Consultation, or Related Activities](#) form shall be completed. After the appropriate departmental approvals, the form is sent to the Dean's Office for approval.

Each Dean is responsible for developing policies for outside consulting and external activities for their School regarding the scope of activities, vacation time, and treatment of honorarium and payment for services. The policies must be developed in accordance with the mission of the University, state laws (see the *Handbook of Operating Procedures, Section 10.1.9*, "Outside Activities for Pay and Relationships Which May Involve Potential Conflict of Interest"), and other policies and rules of the institution, including Practice Plans and Board of Regents.

Outside consulting and other activities may be authorized provided:

- Such activities do not interfere with the regular and official duties of the faculty and staff;
  - Such activities are reasonable in volume, both in frequencies and in time away;
  - Such activities do not create a conflict of interest; and,
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- Such activities receive prior written approvals.
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**Guidelines**

If the activity has no benefit to the institution's and department's mission, then the faculty should take vacation time to conduct such activities.

Before the faculty accepts any work with an external entity, it should also be determined if the relationship could or does create a conflict of interest for the institution.

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