INTRODUCTION AND PURPOSE. The University Faculty Bylaws and Regulations and Benefits allows employed faculty to engage in outside professional services within certain constraints. Specifically, it states:

Article 11:1 Outside Professional Services

The University subscribes to the principle that the resources of its faculty should be made available as a public service within certain constraints. Provided that it does not conflict with any University policy, or interfere with assigned duties, a member of the full-time faculty may, with the concurrence of his/her immediate administrative supervisor, devote up to two days per month to outside professional services. Additional time may be taken with the approval of the immediate supervisor and Dean of the appropriate school. This activity should bring prestige to the University, represent scholarly pursuit related to the academic and research interests of the faculty member, or enhance the professional reputation of the faculty member.

This policy is intended to provide some details about the relevant constraints and some guidance to Chairs and other applicable supervisors regarding outside professional services that are research-related or potentially research-related.

SCOPE AND APPLICABILITY. This policy pertains to situations in which employed faculty desire to engage in outside professional services in their individual capacity (i.e. the University is not a party to the contract) when those outside professional services are research-related or potentially research-related.

POLICY STATEMENTS.

Employed faculty may not enter into an agreement to provide outside professional services that are research-related or potentially research-related, if any of the following exist:

1. the outside professional services would involve the use of any University facilities, equipment, supplies, staff, students, or resources of any kind;

2. the outside professional services would interfere with the faculty member’s University role and responsibilities or would be adverse to the University’s existing or future relationships and funding opportunities;

3. the outside professional services would include a work scope that overlaps with an existing University research project or the outside professional services would normally be of the nature or type of professional services that University employed faculty would perform as
University employed faculty *(in such situations, the University would be the proper party to the contract)*;

4. the agreement would suggest that the University is a party to the agreement or has obligations under the agreement *(while it is expected that the agreement will recognize that the employed faculty has a faculty appointment as an indicia of expertise and academic affiliation, the agreement may not use the University logo or address)*;

5. the proposal would violate any existing sponsored research agreement or would violate any other University policy, including the Faculty Bylaws and the University Policy on Intellectual Property, Tangible Research Property and Commercialization of Such Properties.

**PROCEDURES.**

1. Employed faculty that desire to engage in outside professional services that are research-related or potentially research-related shall provide sufficient information to his/her Chair or other cognizant administrative supervisor to enable a determination of compliance with this policy and the Faculty Bylaws.

2. Chairs or other cognizant administrative supervisors may concur with the proposed outside professional services only when the proposal is compliant with this policy.

   *Note: Further review of the proposal (e.g. legal advice or tax advice) is not available through the use of University personnel but should be obtained, when considered appropriate or desirable, by the employed faculty directly contacting outside professionals.*

3. Employed faculty that engage in outside professional services shall review the current disclosure report relating to conflict of interest and update that report, as required.