3356-7-34 Outside consulting services – excluded professional/ administrative staff, including deans and chairs.

Previous Policy Number: 7015.08

Responsible Division/Office: Finance and Administration/Human Resources

Responsible Officer: VP for Finance and Administration; Provost

Revision History: April 1999; December 2013

Board Committee: University Affairs

**Effective Date:** **December 18, 2013**

Revision: September 2016

Next Review: 2018

(A) Policy statement. University staff are expected to primarily devote their work activities to their assigned university work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned university responsibilities, create a conflict of interest, or violate university policy or Ohio ethics laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the university.

(B) Purpose. The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the university.

(C) Definition. In general, “consulting” is defined as professional activity related to the person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

(D) Parameter. Excluded professional/administrative staff earn leave may use vacation or personal leave for the purpose of providing off-campus consulting services appropriate to their university position, professional expertise, or academic discipline. Excluded professional/administrative staff may use off-duty periods to perform consulting; however, all applicable forms and approval requirements under this policy remain in effect.

(E) Procedures.

(1) Excluded professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments and the anticipated time commitment and length of service. If there is agreement that the service may be pursued, the staff member must fully complete the professional/administrative staff outside consulting form and submit the form to his/her supervisor for approval/disapproval. Generally, the form should be submitted to the supervisor at least thirty days prior to the time when consulting services are to begin.

(2) If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the provost or appropriate vice president. The form shall be retained in the office of human resources.

(3) Final approval for authorization is the provost or appropriate vice president.

(4) University facilities, supplies, equipment, and resources, including letterhead (collectively referred to as “resources”) may not be utilized when providing consulting services without appropriate compensation and prior written approval of the vice president for finance and administration and the provost or appropriate vice president. A staff member may not use the university name or the fact that they are affiliated with the university in a manner that suggests that the university approves the product or service that is the subject of the consulting or that would suggest university involvement or approval of the consulting activity, purpose, or findings.

(5) Excluded professional/administrative staff providing consulting services should refer to rules 3356-7-01, 3356-7-18, and 3356-5-12 of the Administrative Code.