

University of Georgia - College of Education
COE Policy-6 Faculty Consulting Policy and Reporting Procedure

Background:

Preamble

Academics typically have extensive flexibility and self-determination in the use of their time. Generally, each faculty member is expected to fill the work day (week, month, or year) in a manner beneficial to teaching, scholarship, and service in return for the salary, facilities, and other support provided.

Within this framework, faculty consulting has long been recognized as a legitimate expression of the traditional faculty role and is an established part of the mission of most academic institutions. Faculty consulting is typically understood to encompass the application of professional and scholarly expertise in the community outside one's own academic institution.

The University of Georgia and the College of Education recognize the appropriate consulting activities may be mutually beneficial to the faculty and the University. The benefits include: enhancing the knowledge, expertise, and experience of the faculty; assisting in maintaining awareness of real work conditions; opening and expanding of contacts and communications with other institutions, organization, industry, governmental agencies and other clients; and fostering of public service activities otherwise unavailable. Thus, appropriate consulting activities constitute enrichment and continuing education activities that enhance the professional development and reputation of faculty. This may result in improved teaching, research, and service. Hence, reasonable participation in consulting is encouraged within the parameters in Section 802/16 Board of Regents Policy Manual and Article 10, Section 7 and 8 of the University of Georgia Statutes.

Definition of Consulting

Consulting is defined as external (international and domestic) professional activities for pay and includes any activity that: "is beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year: (The University of Georgia Statutes, Article X, Section 8).

More specifically, consulting refers to professional activities for pay, and includes any activity that (a) is performed on an individual contractual basis for any individual(s), firm, or agency other than The University of Georgia; (b) is based upon the professional knowledge, experience, and abilities of the faculty or staff member; (c) is undertaken for personal compensation beyond the payment of a nominal honorarium and/or reimbursement for expenses; and (d) clearly enhances the professional development and expertise of the faculty member.

Consulting does not include private business undertakings. Faculty may participate in certain business activities, provided they do not conflict with their College and University duties. Such business activities must be of such a character as not to damage in any way the prestige or image of the College or University.

Consulting does not include those responsibilities to the College of Education that are a part of a given faculty member's regular professional responsibilities for which that individual is already being compensated.

Policy:

Guidelines for Consulting

To avoid conflict of interest and ensure the continued credibility of the College of Education, faculty may engage in consulting only when such activities conform to the principles listed below. These criteria are not designed as a substitute for good judgment by faculty or administrators, but to provide guidelines within which consulting activities can be evaluated.

1. Consistent with Board of Regents policy (Section 802.1601), consulting is permitted with prior written approval and reporting. Regent's policy does not require prior written approval or reporting for single occasion consulting activities; however, the college of Education, though exempting prior approval of single occasion activities, does require quarterly reporting of single occasion as well as all other consulting activities.
2. Consulting should not be undertaken if it encroaches upon the time and energy required for the full and complete performance of the duties to which a faculty member is assigned.
3. Faculty members should make clear in writing to those who employ them as consultants that their work is private and unofficial and that the College and/or University is not responsible in any way for the services rendered or results obtained.
4. A faculty member may not use consulting days for an enterprise owned or operated whole or in part by him/herself or that of a relative.
5. Consulting activities must in no way compromise the position of the College of the University.
6. Duties which College personnel should perform as a public service within the state of Georgia are not to be performed by any faculty member acting as a consultant.
7. University resources, including equipment and supplies, are not to be used in consulting without prior arrangements for reimbursement to the University.
8. Both the fact and semblance of conflicts of interest must be avoided. If the question arises, the interest and the reputation of the College and the University must come first.
9. Care must be exercised to avoid establishment of consulting activities that infringe upon the activities or units of the University.
10. The maximum number of consulting days permissible for a member of the faculty on a full-time appointment (12 month contract), without using annual leave is four days per month. Consulting days are not cumulative. Any consulting days exceeding four per month must be taken as annual leave. Four days consulting per month is also the maximum for faculty on academic year appointments and they also are not cumulative.

Consulting Requests, Approval and Reporting

All consulting activities, including local, state, national and international, must have prior written approval by the department head of the faculty member initiating the request or associate deans, and the dean. The department head is to determine and sign-off that the consulting activity does not pose a conflict of interest and is consistent with the role and responsibility of the faculty member and the College. The associate deans and dean will determine if the proposed consulting service is or is not in conflict with services presently being offered by the College.

For all ongoing activities, existing approvals for consulting must be reaffirmed annually. Consulting fees are the prerogative of the faculty member but, in general, faculty should not engage in consulting activities at a fee below the standard fee for services rendered by an independent consultant.

Policy Approved: Approved by Academic Cabinet Updated 9/13/2005

Procedures/Forms: [Request to Engage in Outside Activities/Consulting By University of Georgia College of Education Personnel](#)

References:

The University of Georgia Office of Vice President for Academic Affairs

Academic Affairs Policy Manual

Faculty: Compensation (Section 1.07-01)

Title: Consulting Policy

Supplements: Board of Regents Policy 802.1602

Policy

Outside consulting is authorized, provided:

1. that such activity does not interfere with regular and punctual discharge of official duties;
2. that such activity be reasonable in amount (normally this will not exceed four days per month);
3. that such activity not create a conflict of interest with the University; and
4. that faculty wishing to engage in such activity receive prior written approval from the dean or head of a major University unit.

Implementation

It is the responsibility of the head of each unit to implement this policy in a manner consistent with the needs of the respective units.

Source

Associate Vice President for Academic Affairs, 10/19/89 (33)

Board of Regents Policy Manual: Section 800: Personnel**802.1602 CONSULTING**

Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year. Each institution of the University System shall adopt guidelines governing consulting activities of faculty members which shall include the following:

- A. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons.
- B. A procedure for obtaining prior approval of the president or his/her designee.
- C. A procedure for defining and prohibiting conflicts of interest.

Last Revision: October 6, 2005