



<b>Outside Consulting Policy</b>			
Area:	Division of Academic Affairs	Number:	322.06
Applies to:	Division of Academic Affairs	Issued:	January 1, 2014
Sources:	Board of Regents Policy Manual, Section 8.2.18.2; Section 8.2.18.3; Section 8.2.18.4	Revised:	February 13, 2019
Policy Owner:	Provost and Vice-President for Academic Affairs	Reviewed:	
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### **I. Purpose**

The Board of Regents has adopted the following statement of policy regarding outside activities: “Each University System of Georgia employee shall make every reasonable effort to avoid actual or apparent conflicts of interests and also the appearance of a conflict of interest.” *Board of Regents Policy Manual, § 8.2.18.2, Conflicts of Interest and Conflicts of Commitment.*

All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of the University System of Georgia. Each University System of Georgia employee must obtain written approval in advance from the institution’s president, or designee, prior to engaging in compensated outside activities that relate to the employee’s expertise or responsibilities as a University System of Georgia employee. Faculty members must also notify their department chair of compensated outside activities. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises. Except as authorized for eligible faculty employees, annual leave must be used by University System of Georgia employees for compensated outside activities during normal work hours consistent with the System’s procedures governing the use of annual leave (*Board of Regents Policy Manual, § 8.2.18.3, Compensated Outside Activities: Restrictions & Approval Process*).

#### *Consulting*

Recognizing that teaching, research, and service are the primary responsibilities of faculty members in the University System of Georgia, it is 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 compensation during the contract year.

### **II. Policy Statement**

Georgia Southern University has adopted the following policy and procedures for implementing *Board of Regents Policy 8.2.18.4, Faculty Consulting*.

University employees may participate in outside professional commitments during the term of their appointment, as long as these commitments do not interfere with the performance of regular employment duties, compete with the mission and services offered by the University or the employee's unit, or degrade or detract from the University’s mission and reputation.

- A.** An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.

- B. All full-time faculty, including corps of instruction and administrators, as well as other staff members employed by the University are expected to give full professional effort to their assignments of teaching, research, service, administrative, and regularly assigned duties.
- C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided that the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
- D. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the department chair, dean, and president (or president's designee) prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

### **III. Exclusions**

The following activities, when they are related to the normal course of work as a faculty or staff member, do not count as outside professional commitments. The activities listed below provide examples of those that do not need to be reported unless these activities will interfere with the performance of regular employment duties or compete with the mission and services offered by the University or the employee's unit.

- Preparing scholarly or artistic works.
- Peer review of articles and grant proposals.
- Attendance and presentations at professional meetings (and other similar gatherings);
- Serving on advisory committees or evaluation panels for governmental agencies, non-profit higher education institutions, or non-profit entities organized solely for educational, religious, philanthropic, or research purposes;
- Giving occasional lectures and speeches; participation in colloquia, symposia, site visits, study sections, and similar gatherings sponsored by governmental agencies, non-profit higher education institutions, or non-profit entities organized solely for educational, religious, philanthropic, or research purposes.
- Ad hoc refereeing of manuscripts.

### **IV. Procedures**

Prior to approval, the dean, or department chair if specified by the dean, shall review for approval all faculty outside professional activities in advance. Review for approval will be carried out annually in alignment with annual review. Such review will permit a determination of whether the proposed activities will constitute a real or apparent conflict of commitment. Examples of situations that, absent prior college or department review and approval, may create an actual or a perceived conflict of commitment are presented below. The examples are not all-inclusive, and are provided only as representations of commonly encountered situations.

- Teaching at another university during the academic year, or otherwise representing yourself as a faculty member of another university, unless done in support of a university-approved consortium.
- Use of one's professional expertise during the academic year to provide services that compete with services provided by an academic or service entity within the University.
- Participating in private business activities to the detriment of your university

education, research, scholarship or service responsibilities.

- Conducting research or novel scientific investigation as a private consultant to outside entities that should more appropriately be conducted as research sponsored through the Office of Research Services and Sponsored Programs (ORSSP).

Each college or unit will develop a method of recording prior annual approval for faculty outside professional activities and other procedures for the full implementation of this policy. These procedures will be submitted to the provost for approval. Questions involving conflicts of commitment in the area of faculty outside professional activities will be resolved by the dean and the provost. The faculty member has the responsibility for submitting 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. Faculty must also adhere to the following restrictions:

- may not use the university name, marks, or logos for advertising purposes.
- may not use the official stationery of the University nor give as a consulting business address any university building or department name when participating in outside commitments.
- may identify their university employee status when rendering service to an organization outside the University, but may not speak, act, or make representations on behalf of the University, nor may they express institutional endorsement in relation to the outside activity.
- must report outside consulting that is relevant to sponsored activities where required to fulfill Financial Conflict of Interest reporting requirement under the Financial Conflict of Interest policy.