

Refer to Section {F}  
{Faculty}Unit  
**Procedure for {F 2 –Outside Consulting}**

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1. Faculty members are to inform their academic program chairs and vice president for academic affairs of the type and extent of their outside activity, whether undertaken for compensation or otherwise, so that the program chair may judge the appropriateness of the activity in relation to the performance of the faculty member's regular duties.
2. The total amount of time expended by the faculty member on outside consulting activities should not exceed 20% of the academic appointment.
3. Direct extra remuneration may be accepted, provided the extent of the involvement does not infringe on the consultant's regular college responsibilities.
4. All professional activities, whether within the college or without, whether for extra remuneration or for no remuneration of any kind, should contribute to the faculty member's professional growth or efficiency and to their teaching or scholarly competence.
5. While engaging in these activities, faculty and staff, including administrators, of the college have the obligation to avoid ethical, legal, financial, and other conflicts of interest to insure that their outside activities and interest do not conflict with their primary responsibilities at the college.
6. No faculty member engaged in outside consulting shall use stationery or letterhead of the college system in connection with professional activities unless the use of such materials is approved by the vice president for academic affairs.
7. Equipment, supplies, materials, or clerical services of the college may not be used in the furtherance of outside work for pay unless authorized by the vice president for academic affairs and arrangements are made to compensate the college for this service.
8. Use of college facilities for consultative meetings must be approved prior to use. Charges will be placed on use of space, room setup, cleaning of facility, and all other expenses incurred to the college.
9. The college assumes no responsibility for private professional service performed by members of its faculty.