Faculty Consulting Leave Policy
College of Engineering

1. Each faculty member is eligible to receive up to 4 days of consulting leave per month, including travel, with prior approval. Leave for consulting services is a privilege granted at the University's discretion.
2. All faculty members who have USU responsibilities (such as teaching courses, committee assignments and other) must give priority to fulfilling these obligations before consulting activities are undertaken. In instance where such obligations cannot be met, the Department Head, Center Director (if appropriate), and Dean should be consulted and appropriate remedial measures should be in place before leave is approved.

   University Policy 377.1 PURPOSE

   The University recognizes that faculty and exempt employees make broad and significant contributions by providing professional expertise to local, state, national, and international communities on a consulting basis. Such activity contributes not only to the needs and understanding of others, but increases the competence of the consultants in their professional roles and brings recognition to the University.

   Time away from work for consulting services may be granted to employees provided that such services do not interfere or conflict with their University role assignments or job duties and are deemed beneficial to the University as well as the professional development of the employees. Employees have primary employment and professional responsibilities to the University. Leave for consulting services is a privilege granted at the University's discretion. Extension of this policy to employees other than faculty and exempt staff may be considered on a case-by-case basis.

3. It must be established that there will not be a conflict of interest and a conflict of competition with ongoing research activities at USU, the research competitiveness of USU, or have a financial impact on USU.

   University Policy 377.2.1 Consulting Service Leave

   (2) The supervisor will forward the completed form with a recommendation to the appropriate dean or vice president for final approval. Employees will confirm that there is no conflict of interest or conflict of commitment when requesting Consulting Leave. Approval must be obtained prior to commencement of consulting leave.

   University Policy 377.2.2 Conflict with University Assignment; Competition with University

   Faculty members and exempt employees may render consulting services to any entity or organization provided that the services are not included in the employee's role statement/job description. Employees may not engage in any consulting activity in competition with the University.

   Except as provided for on sabbatical leave (Policy 365), faculty members may not accept employment for--and may not perform--any teaching, instructional, Extension, or research services for other institutions during their term of appointment without the knowledge and written approval of the faculty member's department head or supervisor and dean, director, or vice president. Compensated or uncompensated participation in an occasional short-term conference, seminar, or symposium or the delivery of a scholarly paper or public address at a professional meeting or academic gathering, does not violate this policy.

4. No faculty member may be employed for consulting purposes without the prior approval of the Department Head, Center Director (if appropriate), and Dean. The attached form must be

approved at least two weeks prior to engaging in the consulting activities. The forms submitted must be the original copy and signatures, and not in e-mail or fax format.

5. Only the primary computer allocated to the faculty member can be used. Use of other USU equipment or personnel should be approved and appropriate use fees should be paid in advance.

6. If the consulting work requires travel outside Logan, a Travel Authorization should be approved and the source of funding for the travel should be identified.

Updated 3/2/2020

Faculty Consulting Leave Form
College of Engineering

Personal Information			
Date			
Name			
Rank			
Department/Unit			
Emergency contact information			

Vendor Information			
Name and Address			
Dates of Service			
Location of Service			
Description of Service			

Leave Information			
Total accumulated consulting leave days for this academic year			
Days of consulting leave requested			

Travel and Payments			
Will there by travel outside Logan?	*yes*	*no*	
If yes, who will pay for travel?			
Will any payments handled through USU	*yes*	*no*	
If yes, provide TA# and source of funding:			

Conflicts with USU Role and Competitiveness			
Teaching	*yes*	*no*	
Other USU assignments	*yes*	*no*	
If yes to either, provide following details			
Activity	***Dates of conflict***	***Remedial Action***	***DH Approval***
To the best of your knowledge, will this vendor or your services have a conflict of interest (financial, research competitiveness, or other) with USU and its related services	*yes*	*no*	
If yes, please describe			
Will there be a product of financial value and/or of intellectual property value be generated from this work?			
If so, give details			
USU Resources to be Used			
Equipment	***Personnel/hours***	***Cost of Use***	***DH approval***

_____ _____
Faculty Member Signature Date

Approved

_____ _____
Department Head Signature Date

_____ _____
Research Center Director Signature Date

_____ _____
Dean Signature Date