



**SUBJECT:** Personnel

**POLICY:** 402.45 Consulting Activities

**RELATED PROCEDURE:**

**EFFECTIVE:** February 2017

**REVISED:**

**REVIEWED:** January 2023

## **Policy**

### **Classified and Professional Staff**

Classified and professional employees who are engaged in outside consulting for a fee must make advance arrangements for annual leave or leave without pay for the time spent in providing consulting services during their normal work schedule. In addition, the guidelines set forth in Policy [402.4 Conflict of Interest](#) apply for professional and classified employees in determining potential conflicts of interest. Whenever the potential exists for a conflict of interest because of an outside consulting activity, the employee should discuss the situation in advance with the immediate supervisor.

On an annual basis, employees are required to report all consulting activities for the prior year to the Human Resources office.

### **Faculty**

Faculty engaged in outside consulting for a fee must comply with the following:

- No college stationery or forms may be used in connection with private consulting work or professional practice. The employee shall use their home or other off-campus address and telephone number on correspondence and advertising. The name of the college shall not be used in advertising or otherwise without the written consent of the CEO/Dean or designee.
- Faculty engaged in private consulting or professional practice may not assign, commit, contract away or otherwise affect college rights, including rights to intellectual property, without the express written consent of the Executive Director of Instruction. Private consulting arrangements and commitments shall not bind, commit or attempt to affect the rights of any college faculty, students or staff without their express written permission, with copies given to the division director. Any attempt by faculty to assign, commit, contract away or otherwise affect college rights in violation of this policy shall be null and void. Faculty members performing consulting services shall inform their consulting sponsors of this policy at or prior to the time they enter into their consulting arrangements.
- Consulting arrangements with non-college sponsors may not be used to circumvent college grants and contracts activities. Consulting assignments that will require substantial use of college facilities, personnel, or other resources, must be arranged through the Human Resources office unless that office, upon being fully informed, determines that the assignment does not constitute appropriate grants and contracts activity.

### **Related Policies**

[402.4 Conflict of Interest](#)