Faculty/Unclassified Academic Staff Consulting Request
July 2016 through June 2017
University of Kansas, Lawrence

(Please submit a separate consulting request for each activity)

The Board of Regents recognizes the value of faculty/unclassified academic staff interaction with business, industry and private foundations and government agencies to foster the missions of the University of Kansas, facilitate professional development, and promote expansion of knowledge. However, the Regents policy indicates that external activities of faculty and unclassified academic staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time or effort.

Faculty and unclassified academic staff members of Regents institutions owe primary professional responsibility to their employing institutions, and their primary commitment of time and intellectual effort should be to the education, service, research and scholarship missions of said institutions. Faculty and unclassified academic staff should maintain a presence on campus commensurate with their appointments. External activities that take time away from University responsibilities should be discussed with the department chair or other immediate supervisor to obtain their concurrence that the activities do not constitute a conflict of time commitment.

Tenured and tenure-track faculty and unclassified academic staff are required to receive prior approval for all outside consulting or other work that does not meet the single occasion consulting definition (i.e., personal, professional activities which involve only a single occasion, occur within a single 24-hour period, are clearly of a scholarly, professional or technical nature, rather than commercial, and in which compensation is not the primary consideration). Single occasion activities should be reported annually to the department chair or other immediate supervisor as part of the annual evaluation process.

Board of Regents policy requires that reimbursement for consulting for another Board of Regents institution or Kansas state agency must be processed through the Office of Budget Management and Fiscal Services. For assistance with reimbursement for state agency consulting, please contact Budget Management/Fiscal Services, 864-3136.

Approval is required throughout the year for all faculty and unclassified academic staff members, including those on less than fiscal year (12-month) appointments.

Name/Rank or Title: __________________________________ Department/School: _____________________________

Type of Appointment:  __  Full-time (1.0 FTE)   __ Part-time (___ FTE)
 __ Academic Year (9-month) __ Fiscal Year (12-month)  __ Other (please specify)

__ Request for approval of consulting or outside work
__ Request for continuation or change of a previously approved consulting activity
__ Request for approval of consulting for another Board of Regents Institution or state agency.

Name of Requesting Agency or Organization: _____________________________________________________

Please check one:
__ I (and my spouse, dependent children and other members of my personal household) do not have any financial or ownership interests in this agency/organization.

__ I (and my spouse, dependent children and other members of my personal household) have the following financial or ownership interests in this agency/organization: ________________________________

I have separately disclosed, using an annual/ad hoc conflict of interest report, any financial or ownership interests in this agency/organization that has an actual or potential relationship to my university activities. (Office of the Vice Chancellor for Research http://www.rcr.ku.edu/coi/index.shtml).

Consulting Period (anticipated dates, July 2016–June 2017 only): _______________________

Total time (in days) for this activity: ______

Annual compensation for this activity is $5,000 or more ___ No ___ Yes
(If yes, consult the conflict of interest reporting requirements at http://research.ku.edu/conflict_of_interest.)
Total time (in days) expected in all such outside activities_____  

**Description of Activity:** Describe the location, nature, and extent of the activity to be performed *(Required)*  
Location:  
Nature:  
Extent of the activity to be performed:  

With my signature, I attest that I have read and understand the Board of Regents policy on Commitment of Time, Conflict of Interest, Consulting, and Other Employment and agree to comply with all University policies related to outside employment and consulting (including University restrictions on consulting specified at [http://www.policy.ku.edu/provost/index-to-COI](http://www.policy.ku.edu/provost/index-to-COI)). Specifically, I attest that the activity reported here:

- Contributes to my professional development and/or will enable me to serve the community, state, or nation in a professional capacity  
- Is consistent with the objectives of the University of Kansas  
- Will not interfere with meeting my faculty/unclassified academic staff responsibilities in teaching, research, and service.  
- Will **not** use the name of the University of Kansas, its facilities, equipment, staff, or students

__________________________________________________________     _____________  
Signature                    Date

Approved: __ Not Approved: __  
Department Head/Unit Director    Date  
Please Print Name: ____________________________

Comments:

Approved: __ Not Approved: __  
Dean/Vice Chancellor for Research    Date  
Please Print Name: ____________________________

Comments:

Approved: __ Not Approved: __  
Provost and Executive Vice Chancellor    Date  
Comments:

**Please forward this document to your dean or vice chancellor’s office for approval. The dean’s office (or the Office of Research) must submit via email to:** ImageNowMail_FacDev@ku.edu  
**please put the employee ID as the subject of the email**