Unclassified Professional Staff Consulting Request
July 2017 through June 2018
University of Kansas, Lawrence
(Please submit a separate consulting request for each activity)

The Board of Regents recognizes the value of unclassified professional 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 unclassified professional 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.

Unclassified professional staff 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. Unclassified professional 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. Unclassified professional staff may consult only on non-university time, including vacations, unless an exception is granted in advance by the Chancellor, Provost, or designee. Approval of all outside consulting by unclassified professional staff that does not meet the University’s “single occasion” consulting definition must be obtained prior to the start of the consulting relationship. Single occasion consulting activities are those 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 head or unit director as part of the performance 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 University of Kansas 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 unclassified professional staff members, including those on less than fiscal year (12-month) appointments.

Name\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)

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://research.ku.edu/conflict_of_interest).

Consulting Period (anticipated dates, July 2017–June 2018 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://www.rcr.ku.edu/coi.)

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 professional responsibilities to the University
- Will be done only on non-university time, including vacations
- 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 Provost (as appropriate)     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