

# Approval Form for Outside Consulting or Other Professional Work

## **Instructions:**

Consulting or compensated outside services performed by University of Wyoming (UW) employees must be approved by the University and may not interfere with University duties. Approval must be secured from the dean, director, or principal University officer **before** beginning such work.

To obtain approval for outside consulting and/or professional work please complete this form and submit it to your immediate supervisor. Once it has been signed by your supervisor, you should forward to [Carrie Hesco](#). She will forward the completed form for additional signatures.

You are not required to obtain approval for work (a) that does not involve the use of University facilities, (b) does not involve duties similar to those you perform for the University, and (c) which is performed outside an individual's overall commitment of time and effort to the University, or conducted during approved vacation or leave without pay. Outside work not exceeding thirty-nine (39) calendar days per academic year for academic year employees and forty-eight (48) calendar days per fiscal year for fiscal year employees is generally considered outside of an individual's overall commitment of time and effort to the University. The "year" for AY personnel starts with the Fall start date and ends with the day grades are due in the spring semester. For FY personnel it is July 1-June 30.

Failure to comply with university policies and procedures shall constitute a conflict of commitment and shall be cause for disciplinary action.

## **Conflict of Commitment**

All full-time employees associated with the University of Wyoming owe their primary professional allegiance to the University. In particular, full time academic personnel have a principal commitment of time and intellectual energies to the university's education, research, and service missions. Efforts of employees to balance university responsibilities with non-university activities can result in conflicts regarding allocation of time and energies. These Conflicts of Commitment primarily involve questions of obligation and effort, but they are often tied to financial remuneration or other inducements and, in such cases, may also constitute Conflicts of Interest, such as teaching at other institutions.

A Conflict of Commitment arises and must be disclosed when activities contracted outside the University, such as consultations, external activities, or outside business activities, of an employee interfere with the paramount obligations to students, colleagues, and the primary missions and policies of the University.

Examples of Conflict of Commitment include, but not limited to:

1. Teaching at another university during On-Duty periods in an academic year, or otherwise representing yourself as a faculty member of another university when you are a full-time faculty member at UW.
2. Participating in private business or other activities to the detriment of your university education, research, scholarship or service responsibilities.
3. Conducting research or novel scientific investigation as a private consultant to outside entities, which should be conducted more appropriately as research sponsored through the University.
4. Receiving payment for work that is included in the employee's UW job description and for which the employee is receiving compensation from the university.

Activities that are generally allowable and not considered a Conflict of Commitment include membership in and service to professional societies, organizations, or associations; presentations; conference participation; editing and reviewing scholarly products, such as manuscripts, grant proposals, and award nominations for domestic external institutions and organizations; conducting external reviews for tenure and promotion; engaging in service duties; service on domestic review panels; acting as an expert witness; and providing factual information to the Legislature upon request, pursuant to the requirements of UW Regulation.

## UNIVERSITY OF WYOMING

### Approval Form for Outside Consulting or Other Professional Work

#### Contact information for individual submitting the request

1. Name of Employee: \_\_\_\_\_

2. Contact information for Employee:

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

#### Description of the consulting/professional work to be performed

1. Name of entity for which outside work will be performed:

2. Describe the work to be performed:

3. Will you be compensated for the work?      Yes ☐      No ☐

**Note: employees may not be compensated for the same work they already perform for the university.**

3. Describe how the work will contribute to your work for UW:

#### Time committed to outside consulting/professional work

Estimate the time committed to outside consulting or other professional work this year. It should be noted that the days devoted to consulting/professional work are not a substitute for work expectations outlined in the job description. In some cases, work obligations to UW will be met outside the normal workday or week (e.g., evenings, weekends).

1. Days committed this year on other consulting projects: \_\_\_\_\_

2. Days to be committed to this project: \_\_\_\_\_

3. Dates on which the work on this project will be completed. \_\_\_\_\_

3. For this project will more than one day per week be required? Yes ☐ No ☐

4. If the answer to question 3 in this section is yes, please state how many days per week will be required: \_\_\_\_\_

5. Describe how you will meet your UW work obligations while consulting or conducting other professional work:

### Use of UW facilities or equipment

1. Will UW facilities or equipment be used as part of the consulting? Yes ☐ No ☐

2. If the answer to question 1 in this section is yes, please describe the University facilities or equipment to be utilized in this project, (Reimbursement arrangements recommended by the dean or director and approved by the Vice President for Administration must be attached).

### **Potential for conflict of interest or commitment**

1. Is there a potential for a conflict of interest or commitment? Yes ☐ No ☐

**2.** If the answer to question 1 in this section is yes, please explain the conflict and how it will be eliminated or managed in accordance with University regulations and policies:

### **Certification of individual submitting the request**

I certify that this request complies with all provisions outlined in the Employee Handbook and any applicable UW policies on consulting, conflict of interest, and conflict of commitment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Signatures of approval

Department Head or Supervisor

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Signature

Date

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Printed Name \_\_\_\_\_

Once signed, please forward to [Carrie Hesco](#) for remaining signatures.

**Dean or Director**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

**Provost or Vice President**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

NOTE: If you propose using UW facilities and equipment, please read the instructions on the following pages and complete the Notice for Use and Payment for Use forms on the following pages. If you are not proposing to use UW facilities and equipment, you may delete the following pages and submit the approval form to the appropriate supervisor listed above.

**UNIVERSITY OF WYOMING**  
**OUTSIDE CONSULTING WORK**  
**NOTICE FOR USE OF UW FACILITIES & EQUIPMENT**

**Instructions:**

1. Contact [reo@uwyo.edu](mailto:reo@uwyo.edu) to start the Facilities Use process and to determine fees for office space, lab, and equipment rental.
2. Complete this form for notice and approval of use of University facilities. For actual usage please complete and submit the form titled, "University of Wyoming Outside Consulting Work Payment for Use of UW Facilities and Equipment."
3. Record usage on an hourly basis. The amount due is derived by dividing the number of hours by 8 and rounding up to the nearest whole day.
4. Where record logs are kept on a daily basis with the date and number of hours of usage, those logs may be attached to this form in place of copying the data onto this form.
5. For laboratory equipment usage, in cases where hourly rates have been established and published in The Fee Book, the equipment will be charged out on an hourly basis (and not rounded to the nearest whole day). Note that rental of personal property is subject to Wyoming sales tax.
6. For laboratory equipment usage, in cases where the charges are *not* established and published in The Fee Book, equipment will be charged out based on the prior arrangement between the user and the dean/director approved by the Vice President for Administration. Note that rental of personal property is subject to Wyoming sales tax.

**UNIVERSITY OF WYOMING**  
**OUTSIDE CONSULTING WORK**  
**NOTICE FOR USE OF UW FACILITIES & EQUIPMENT**

**Contact Information**

Name of faculty member: \_\_\_\_\_  
Contact phone number: \_\_\_\_\_  
Contact e-mail address: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
College Name: \_\_\_\_\_

**Office space and equipment**

1. Room and building of office used (Check for current rate/day):

\_\_\_\_\_

**Laboratories and laboratory equipment**

1. Room and building of laboratory used (Check for current rate/day):

\_\_\_\_\_

2. Laboratory equipment used per attached schedule:

**Signatures**

_____ Faculty Member	_____ Date
_____ Department Chair	_____ Date
_____ Dean	_____ Date
_____ Vice President, Administration	_____ Date

**UNIVERSITY OF WYOMING**  
**OUTSIDE CONSULTING WORK**  
**PAYMENT FOR USE OF UW FACILITIES & EQUIPMENT**

**Instructions:**

Complete this form for actual usage of University facilities and equipment.

1. Record usage on an hourly basis. The amount due is derived by dividing the number of hours by 8 and rounding up to the nearest whole day. Thus, the amount due for the quarter for office space and equipment will be evenly divisible by the amount owed.
2. Contact [reo@uwyo.edu](mailto:reo@uwyo.edu) to start the Facilities Use process and to determine fees for office space, lab, and equipment rental.
3. Where record logs are kept on a daily basis with the date and number of hours of usage, those logs may be attached to this form in place of copying the data onto this form.
4. For laboratory equipment usage, in cases where hourly rates have been established and published in The Fee Book, the equipment will be charged out on an hourly basis (and not rounded to the nearest whole day). Note that rental of personal property is subject to Wyoming sales tax.
5. For laboratory equipment usage, in cases where the charges are *not* established and published in The Fee Book, equipment will be charged out based on the prior arrangement between the user and the dean/director approved by the Vice President for Administration. Note that rental of personal property is subject to Wyoming sales tax.
6. Make check payable to University of Wyoming.
7. For further assistance in completing this form, please call Accounting Office, ext. 3310.



**TO BE REMITTED QUARTERLY (BY THE 15<sup>TH</sup> OF JANUARY, APRIL, JULY AND OCTOBER FOR THE PRIOR QUARTER)**

**Date of remittance:** \_\_\_\_\_

e. Amount due for above equipment: X 1.06 (sales tax) =

UPDATED 2-2-2024