|  |
| --- |
| C:\Users\mcduck\AppData\Local\Microsoft\Windows\INetCache\Content.Word\UWtwoline_H_AA_brown_cropped.jpg |

# 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 prior to beginning such work.

To obtain approval for outside consulting and/or professional work please complete this form and submit it to the appropriate individual listed above. You are not required to obtain approval for work (a) which does not involve the use of University facilities, (b) does not represent 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 (See [Employee Handbook](http://www.uwyo.edu/regs-policies/_files/docs/policies/employee-handbook-3-25-22.pdf).)

Requests for approval for consulting and/or professional work must comply with the following requirements:

1. The work must not exceed 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, unless an exception has been granted.
2. The work must not interfere with normal University duties, and the work must be in addition to rather than a part of normal full-time University duties.
3. The work must also be related to the employee's regular campus duties and must contribute to the effectiveness of the employee's regular work.
4. The individual shall not unreasonably compete with the private sector.
5. A written statement by the individual and the client must be provided attesting to the following:
	1. The efforts are independent of the University employment and any affiliation thereto,
	2. The University will be held harmless in relation to any product thereof, and
	3. The University is not to be connected with the results and is not involved in publicity, advertising or other activities related to the work, except for publication of scholarly works.

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.

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 12-4.

**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.** Describe the work to be performed:

**2.** Will you be compensated for the work? Yes **[ ]**  No **[ ]**

**Note: employees may not be compensated for work that is included in their UW job description and for which they are compensation by 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. As stated above, university policy normally precludes consulting requests that exceed 39 days annually for AY personnel and 48 days for FY personnel. 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. 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: \_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Signatures of approval

**Department Head or Supervisor**  Approved: Yes **[ ]**  No **[ ]**

\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**Dean or Director** Approved: Yes **[ ]**  No **[ ]**

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

For Academic Personnel and Employees working in Academic Units: Please submit this form to Facultyaffairs@uwyo.edu.

For all other employees: Please submit to appropriate Vice President.

**Provost or Vice President**  Approved: Yes **[ ]**  No **[ ]**

\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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 FACILTIES & 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 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.

**UNIVERSITY OF WYOMING**

# OUTSIDE CONSULTING WORK

# PAYMENT FOR USE OF UW FACILTIES & EQUIPMENT

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

|  |  |
| --- | --- |
| **Name of remitter:** |  |
| **Contact phone number:** |  |
| **Contact e-mail address:** |  |
| **Department Name:** |  |
| **College Name:** |  |

Quarter:       Jan-Mar       Apr-Jun       Jul-Sep       Oct-Dec

**Date of remittance:**

I. Office space and equipment – Check for current amount/day

a. Room and building of office used:

b. Dates of usage (MM/DD/YY) and hours per day:

c. Amount due (#hours above / 8hours X current amount/day)

II. Laboratories and laboratory equipment

a. Room and building of laboratory used:

b. Dates of usage (MM/DD/YY) and hours per day:

Laboratory equipment used:

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

**TOTAL AMOUNT DUE (add I.c., II. C, and II.e.):**

**REMIT FORM WITH CHECK TO: UNIVERSITY ACCOUNTING OFFICE**

**ATTN: MANAGER OF ACCOUNTING**

**ROOM 101, OLD MAIN**

**CAMPUS**