

## Policy Governing Outside Consulting and Other Professional Work

University of Wyoming (UW) Regulation 4-2 requires fulltime academic personnel, athletic coaching and training personnel, and University officers to secure approval for outside consulting and/or professional work from their dean, director, or principal UW officer prior to beginning such work ([www.uwyo.edu/generalcounsel/files/docs/uw-reg-4-2.pdf](http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-4-2.pdf)). Provided there are no significant conflicts with the institution's fundamental missions of teaching, research, and service, faculty involvement in outside consulting benefits UW in numerous ways. If you anticipate undertaking such activities, please complete the attached form(s) required to obtain approval and forward the form(s) to the appropriate individual(s) listed above.

The following are some helpful tips to assist in obtaining approval for outside consulting/professional work. If you have questions about the consulting policy or the approval process, please contact your supervisor or Academic Affairs.

**1. Applicability.** As stated above, UW Regulation 4-2 only applies to fulltime academic personnel, athletic coaching and training personnel, and University officers. Academic personnel and University officers are defined/outlined in UW Regulation 1-1, which can be found at: [www.uwyo.edu/generalcounsel/files/docs/uw-reg-1-1.pdf](http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-1-1.pdf).

**2. Communications.** While the form(s) attached to this policy must be approved prior to beginning any consulting work, most consulting requests will be the subject of informal communications between the faculty member and supervisor prior to entering into an engagement. Please discuss consulting/professional work with your supervisor prior to completing the attached form.

**3. Requirements.** The attached consulting approval form contains a list of five requirements that must be met before a consulting request may be approved. As a practical matter, an individual should assure compliance with these requirements before initiating a request. The individual's dean, director, or principal University officer may, at any time, wish to confirm that these requirements have been met and may ask for further information.

**4. Description.** The description of the outside commitment should contain enough detail to allow administrators to understand the activity and explain it, if necessary, to outside constituents. While there is no requirement that the fee arrangements be disclosed on the form, individuals needs to disclose whether he/she will or will not be compensated for performing an activity.

**5. Time Committed.** Disclosure of the time estimated for a given engagement is a central consideration in determining whether a particular consulting arrangement will interfere with assigned duties. Pursuant to UW Regulation 4-2, "the commitment shall not normally 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." Individuals may make a specific request in the form to consult more than the days outlined in the Regulation.

**6. Description of Facilities.** If UW facilities are to be used as part of the consulting/professional work, a description of the facilities will be required in the form.

Arrangements for use of facilities are expected to have been handled and reimbursement agreed upon prior to filing the consulting request. The Vice President for Administration has developed a separate form to expedite reimbursement arrangements. Please attach a copy of this form to the “Approval for Outside Consulting” form at the time the request is submitted for approval.

**7. Signatures.** Pursuant to UW Regulation 4-2, these requests will be approved by the President or his designee. The President may decide to initiate further review before approving a request. After the President or Designee has acted upon your request to undertake consulting activities, the original form will be forwarded to your dean or director, and copies will be forwarded to you, your immediate supervisor, and Academic Affairs.

**8. Record Retention.** The official record of each request will be retained in the office of the dean of the college where the request originates, and also in faculty member’s official personnel file in the Office of Academic Affairs, pursuant to UW’s record retention policy