

Approval Form for Consulting or Non-UW Compensated Work

Instructions:

This form is intended for electronic completion and signature by all relevant parties. It must be completed using Adobe. If any fields are not fully legible or if electronic signatures are not permitted, you will be required to resubmit the form. If you do not have Adobe, it can be downloaded at www.adobe.com.

Purpose:

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 non-UW compensated 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 evaluate any potential conflict of interest and forward the completed form for additional signatures as appropriate.

Consulting or non-UW compensated work is not appropriate when it (a) involves the unauthorized use of University facilities, personnel, or other resources (b) involves duties similar to those you perform for the University, (c) interferes with an individual's overall commitment of time and effort to the University, and (d) unfairly competes with private sector companies.

The consulting or outside compensated work should be completed during evenings and weekends or conducted during approved vacation or leave without pay. While the University Conflicts of Interest and Commitment Policy allows for consulting or non-UW compensated work to be performed during on-duty hours 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, the employee must explain how they will ensure they can meet their overall commitment of time and effort to the University if on-duty time is used for consulting or non-UW compensated work. 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.

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 the 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.

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

Examples of Conflicts of Commitment include, but are 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.

Activities that are included in job duties and do not require this form 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; 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

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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 consulting or outside work will be performed:

2. Provide a detailed description of the work to be performed:

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

Note: It is a conflict of interest for employees to be compensated for the same work they already perform for the university.

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

Time committed to outside consulting/professional work

Estimate the time committed to consulting or non-UW 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. Will more than one day per week be required for this project? 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:

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:

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).

Certification of the 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

Signature

Date

Printed Name

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Once signed by employee and supervisor, please forward to [Carrie Hesco](#) for the remaining signatures.

Dean or Director

Signature Date

Printed Name

Provost or Vice President

Signature Date

Printed Name