

## Faculty Consulting Leave Policy

### College of Engineering

1. Each faculty member is eligible to receive up to 3 days of consulting leave per month, including travel, with prior approval. Leave for consulting services is a privilege granted at the University's discretion.
2. All faculty members who have USU responsibilities (such as teaching courses, committee assignments and other) must give priority to fulfilling these obligations before consulting activities are undertaken. In instance where such obligations cannot be met, the Department Head, Center Director (if appropriate), and Dean should be consulted and appropriate remedial measures should be in place before leave is approved.

USU Policy 377.1 PURPOSE

*Time away from work for consulting services may be granted to faculty and professional employees provided that such services do not interfere or conflict with their University role assignments and are deemed beneficial to the University and the professional development of the employees. Faculty and professional employees have primary employment and professional responsibilities to the University.*

3. Unused leave can be accumulated within a fiscal year but cannot be extended beyond that year.

USU Policy 377.2 PROCEDURES

*2.1 Days allowed a faculty member for consulting services must be used within a given term of appointment and may not be transferred from one term of appointment to another.*

4. It must be established that there will not be a conflict of interest or conflict of commitment between the employee, USU, and the funding entity. This requirement holds for financial interests of USU, research competitiveness of USU, or ongoing research activities in USU.

USU Policy 377.2 PROCEDURES

*2.1 Absence of a conflict of interest and a conflict of commitment must be established. Approval must be obtained prior to commencement of consulting leave.*

5. It must be established that the proposed consulting activity will not be in competition with ongoing research activities at USU, the research competitiveness of USU, or have a financial impact on USU.

USU Policy 377.2 PROCEDURES

*2.2 Employees may not engage in any consulting activity in competition with the University.*

6. No faculty member may be employed for consulting purposes without the prior approval of the Department Head, Center Director (if appropriate), and Dean. The attached form must be approved at least two weeks prior to engaging in the consulting activities. The forms submitted must be the original copy and signatures, and not in e-mail or fax format.
7. Only the primary computer allocated to the faculty member can be used. Use of other USU equipment or personnel should be approved and appropriate use fees should be paid in advance.
8. If the consulting work requires travel outside Logan, a Travel Authorization should be approved and the source of funding for the travel should be identified.
9. Intellectual property, including patents, copyrights or works of financial value, generated as a part of this consulting activity may be owned by USU as governed by USU policy 327 and applicable State and Federal Law. The Director, Technology Commercialization Office, has sole authority within USU to determine application of USU policy regarding Intellectual Property ownership. Consulting work performed during weekends and holidays does not require prior approval for time allocation, however, any intellectual property generated from such activities may still be owned by USU (see USU policy 327 for conditions). Faculty must be cautious about signing consulting agreements that assigns Intellectual Property rights outside of the University. Such agreements may be invalid due to USU policy and state and federal law. If faculty desire such provisions in an external Consulting agreement they are advised to seek input from the Technology Commercialization Office.

*Additional information related to consulting and extra contractual services can be obtained from USU Policies No. 376, 377 and 403. See <http://www.usu.edu/hr/policies/>*

# Faculty Consulting Leave Form

## College of Engineering

Personal Information
Date
Name
Rank
Department/Unit
Emergency contact information

Vendor Information
Name and Address
Dates of Service
Location of Service
Description of Service

Leave Information
Total accumulated consulting leave days for this academic year
Days of consulting leave requested

Travel and Payments		
Will there be travel outside Logan?	yes	no
If yes, who will pay for travel?		
Will any payments handled through USU	yes	no
If yes, provide TA# and source of funding:		

Conflicts with USU Role and Competitiveness			
Teaching	yes	no	
Other USU assignments	yes	no	
If yes to either, provide following details			
<b>Activity</b>	<b>Dates of conflict</b>	<b>Remedial Action</b>	<b>DH Approval</b>

To the best of your knowledge, will this vendor or your services have a conflict of interest (financial, research competitiveness, or other) with USU and its related services	yes	no
If yes, please describe		

Will there be a product of financial value and/or of intellectual property value be generated from this work?
If so, give details

USU Resources to be Used			
<b>Equipment</b>	<b>Personnel/hours</b>	<b>Cost of Use</b>	<b>DH approval</b>

Faculty Consulting Leave Form

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

**Approved**

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Center Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date