



NEVADA STATE COLLEGE
POLICY LIBRARY

Date Issued: 6/17/08

Faculty Providing Consulting Services

Approved: _____

Fred Maryanski, President

Date

Approved: _____

Lesley DiMare, Provost

Date

POLICY STATEMENT

This policy provides guidelines for faculty that are providing specialized professional services compensated through sources other than college administered funds.

REASON FOR POLICY

This policy establishes the guidelines and procedures for administrative and academic faculty who wish to provide specialized professional services outside of their position at Nevada State College.

ENTITIES AFFECTED BY THIS POLICY

- Academic Faculty
- Administrative Faculty
- Deans/ Directors

WHO SHOULD READ THIS POLICY

- Academic Faculty




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REFERENCES FOR ADDITIONAL INFORMATION

Federal Circular A-21

<http://www.whitehouse.gov/omb/circulars/a021/a021.html>

NSHE Policy on Consulting: <http://system.nevada.edu/Board-of-R/Handbook/TITLE-4---/T4-CH03---Professional-Staff.pdf>

WEBSITE ADDRESS FOR THE POLICY

<http://www.nsc.nevada.edu/Administration/VPFinanceAdministration/Projects/PPM/index.htm>

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Faculty Providing Consulting Services

CONTACTS

Direct any general question about the Faculty Providing Consulting Services Policy to your department's administrative office. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Paul Buck, Assistant Professor	992-2620	Paul.Buck@nsc.nevada.edu
	Lesley Di Mare, Provost	992-2060	Lesley.DiMare@nsc.nevada.edu

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Administrative Faculty

The following policies apply to administrative faculty engaged in professional activities in addition to their regular college responsibilities.

1. Consulting at Nevada State College (NSC). Administrative faculty may not accept additional compensation for providing the same clientele the same services which are part of their assigned college duties.
2. Consulting within the Nevada System of Higher Education (NSHE). Administrative faculty who engage in consulting activities related to their professional responsibilities for other components of NSHE may do so upon approval of the appropriate vice president, and are granted release time if performed during the normal working hours. Administrative faculty may not accept additional compensation for services when granted release time.
3. Outside Consulting. The following policies apply to administrative faculty members providing specialized professional services compensated through sources other than college administered funds.

Administrative Faculty members understand that the services must not interfere with normal college duties;

- a. When consulting for the State of Nevada agencies, administrative faculty members must receive written permission from their vice president, dean, or director;
- b. Administrative faculty members must inform those who engage them that they are not acting in the name of the college;
- c. Administrative faculty who engage in consulting work with agencies or firms outside the college during normal working hours must request approval, in writing, from their vice president, dean, or director and provide information as to the nature of the services to assure compliance with the conflict of interest policy;
- d. Administrative faculty who engage in consulting work with agencies or firms outside the college, but not during normal working hours, shall advise their vice president, dean, or director and provide information as to the nature of the services to assure compliance with the conflict of interest policy;

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e. College facilities, equipment or personnel may not be used unless such use is authorized by the vice president, dean, or director.

f. Administrative faculty members on 12-month contracts must take annual leave if providing outside professional or scholarly service during the standard work week.

Academic Faculty

Outside Consulting – Academic faculty members have the right to offer specialized professional service which may include studies, surveys, consulting, research, teaching, and/or training programs, which are compensated through sources other than college administered funds. There are certain limiting conditions on the right to obtain payment for federal consulting services. Faculty members must consider and consult Federal Circular A-21, issued by the Executive Office of the President through the Office of Management and Budget, in applying the guidelines contained in the Faculty Consultation Policy before they can claim payment for federal consulting services. Faculty members paid from federal funds must also consult Circular A-21 before engaging in any consulting services.

The following policies apply to academic faculty members providing specialized professional services compensated through sources other than college-administered funds.

1. Faculty members must notify, in writing, their dean or director through the appropriate channels and provide information as to the nature of the services to assure compliance with the conflict of interest policy;
2. When consulting for the State of Nevada agencies, faculty members must receive written permission from their dean or director;
3. Faculty members inform those who engage them that they are not acting in the name of the college;
4. Specialized professional services occupy no more than one day's equivalent time per week, exclusive of non-contract days, evenings, weekends and holidays. Faculty under "A" contracts must take accumulated leave time for performance of services upon agreement by the dean or other appropriate administrator and the college central administration.

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5. College facilities, equipment or personnel may not be used unless such use is authorized by the dean or director.