



Consulting and Other Outside Professional Activities for Full-Time Tenured and Tenure-Track Faculty		
Document Type	Revision Date	Questions? Contact:
Guidelines & Procedures	22 Aug 2024	coi@colorado.edu

## I. Purpose

The purpose of this set of guidelines and procedures is to define the campus implementation of Regent Policy 5.C.4(D) and APS 1044. It does this by establishing requirements, guidance, and an approval process to allow full-time tenured and tenure-track faculty to engage in consulting and other external professional activities during a portion of time otherwise obligated to their university responsibilities. It is intended to prevent conflicts of commitment that would interfere with a faculty member's performance of their assigned university responsibilities.

## II. Guidelines

Faculty engagement in consulting and other external professional activities is desirable because it can keep faculty in contact with current issues in their field; develop their expertise; enhance their research, teaching, scholarship, and creative works; and provide other benefits to the university and wider community.

Regent Policy 5.C.4(D) permits full-time tenured and tenure-track faculty to use up to one-sixth of their time on consulting and other outside professional activities with the approval of the dean or dean's designee (known as the one-sixth rule). It is important to ensure that the time and effort dedicated to such activities do not interfere with the faculty member's primary university responsibilities.

Consulting and other external professional activities include any service provided to an external entity that is related to the faculty member's professional expertise in their university position, including but not limited to advising; conducting research or analysis; writing reports; delivering presentations or training; designing, developing or producing products or services; contributing to or managing projects; and providing clinical services. It does not include scholarly activity or any activity that is part of the criteria for tenure and promotion in the faculty member's department.

Faculty are permitted to receive outside remuneration for this work. Normally, university facilities, equipment, and resources shall not be used for faculty members' outside work. However, faculty members may, with appropriate approvals from their dean and campus officials, make contractual arrangements to rent university facilities at fair market rates using campus approved procedures. Faculty members shall not use university resources to advertise their availability for private consultation.

The one-sixth rule applies only to full-time tenured and tenure-track faculty with 9- and 12-month appointments. While it does not apply to other faculty, all instructional, research, and clinical track faculty who seek to engage in consulting or other external professional activities are required to follow the approval process specified in Section III.



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Prior to engaging in consulting or other external professional activity, faculty must obtain approval from their supervising authority, typically a unit lead (department chair or institute director), and dean or the dean's designee. APS 1044 states:

*Full-time tenured and tenure-track faculty members' professional responsibilities are not limited by a defined work week; therefore, the one-sixth rule should be used to make a reasonableness determination regarding the outside work request and not to be construed as the basis for a formulaic calculation.*

Deans and unit leads should use their best judgment about reasonableness when determining whether to grant approval. While not intended as a strict formula for defining one-sixth time, guidance for what is reasonable is based on approximately 20 days over a 17-week semester, or a total of 40 days for a nine-month appointment, and 60 days for a twelve-month appointment.

For the purpose of this policy, a day is considered a 12-hour period. The amount of time spent on outside work should be tracked in hours and aggregated into days. For example, three four-hour blocks of consulting should be considered equivalent to one day of consulting. Time cannot be accumulated from calendar year to calendar year and must be distributed judiciously throughout the appointment period so that it does not interfere with primary university duties.

### III. Procedure

The process for obtaining approval is as follows:

- 1) The faculty member completes the "[Application for Approval of Consulting and Other External Professional Activities](#)" using the online form to provide the following information:
  - The name of the employer or sponsor of the work, a description of the work to be conducted, and the dates and frequency of the work.
  - Information on the involvement of other university employees and students, if any.
  - A description of any proposed use of university facilities or other resources. Final agreements shall remain on file.
  - A statement of the faculty member's current research/clinical funding.
- 2) The application is routed to the Conflicts of Interest and Commitment (COIC) Office for a conflict determination.
- 3) The COIC Office forwards the application with its determination to the unit lead (department chair or institute director).



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- 4) The unit lead reviews the application, makes a recommendation, and forwards the application to the dean or dean's designee for approval or denial.
- 5) The dean or dean's designee approves or denies the application.
- 6) Copies of the signed application go to the applicant, the applicant's primary unit, and the COIC office.

Faculty members receiving approval for consulting or other external professional activity must update their Disclosure of External Professional Activities (DEPA) form within 30 days of the start of the work.