

Consulting and Honoraria

1. The State Board of Higher Education recognizes that teaching, research and public service are the primary responsibilities of faculty and staff members. It is therefore considered reasonable for employees of Mayville State University to engage in consulting activities so long as such activities do not interfere with the employees fulfillment of his/her primary responsibilities.
2. The rules adopted by Mayville State University that govern consulting practices by faculty and staff are as follows:
 - a. No university employee, facilities, or equipment shall be used for other than institutional purposes unless payment is made on the same basis as charged to commercial concerns or other outside groups or persons.
 - b. University employees may engage in consulting activities so long as the work is of a purely professional nature and does not in any way interfere with the duties of the individual concerned.
 - c. The practice of professional consulting is recognized as a desirable activity; however, an individual must obtain approval from the appropriate division chair/supervisor prior to engaging in consulting work if the consulting practice is conducted during traditional work hours of the week. Unless approved by the President, professional personnel shall not undertake any consulting work paid by state appropriated funds.
 - d. Appropriate arrangements are made if university personnel or students are engaged in the consulting activity.
 - e. No university employee shall engage in consulting practices which would constitute a conflict of interest.
3. The primary responsibility of professional personnel is to the University, and such personnel must not engage in any other enterprise for remuneration on a regular basis when the activity is in direct competition with services to the University.
4. Time used for consulting work should not interfere with the regular duties of the individual and may in no case require more than the equivalent of one day per week. Use of University resources for consulting work requires advance approval of the appropriate division chair/supervisor, and the payment of a reasonable fee.
 - a. Consulting that occurs during times an employee is expected to be on campus (ie. normal working hours for staff, scheduled classes or other obligations for faculty) requires advance approval of the division chair/supervisor.
 - b. Classified and professional staff engaging in professional consulting are required to take annual leave for time away from the employee's regular responsibilities. Flexible scheduling may be used to accommodate consulting opportunities during normal working hours with written documentation and supervisor approval.
 - c. Restrictions regarding consulting that occurs outside the employee's normal work week are the conflict of interest provision (2e.) and the use of university resources and personnel (2a.)
5. The University cannot assume, and must not be placed in the position of assuming, any responsibility for private professional or technological services rendered by professional personnel. When an individual does work in a private capacity, he/she must make it clear to the employer that the University is not being represented and that the name and authority of Mayville State University are not in any way, by publicity, advertising or otherwise, to be connected with the service rendered or the results obtained.

Reviewed: Fall, 2009

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Sponsor: President