

## **OUTSIDE ACTIVITIES/CONSULTING POLICY**

University System of Georgia Regents' policy on consulting and outside activities recognizes that teaching, research, and public service are the primary responsibilities of University System of Georgia faculty members. The policy states that "it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year."

The policy on consulting services by faculty to individuals, firms, or agencies outside the University is interpreted as being positive and beneficial to the University and the School of Social Work. The policy requires prior approval for each consulting commitment by submitting a request for approval to the Dean. Faculty members' outside activities/consulting should avoid actual or apparent conflict of interests between his/her school or university obligations, and his/her outside activities.

Permission to consult covers only the specifically described activity and time period covered in each request. Request renewals must be approved annually, for longer term consultations. The initiation of the approval procedure is the responsibility of the individual seeking permission to consult. The Dean's office will seek to process and return completed Consulting Requests within 14 business days.

Outside activities and consulting shall be reasonable and consistent with Board of Regents' Policy noting the following:

1. that such activity does not interfere with regular and punctual discharge of official duties;
2. that such activity be reasonable in amount (normally this will not exceed four days per month);
3. that such activity not create a conflict of interest with the University; and
4. that faculty wishing to engage in such activity receive prior written approval from the dean or head of a major University unit.

## **SCHOOL OF SOCIAL WORK CONSULTING REQUEST**

1. Entity for whom you will be consulting:
  
2. Description of the consulting:
  
3. Location where consulting will occur:



4. Please respond to the following items with either "Yes" or "No"

- a. Will this consulting activity interfere with the regular and punctual discharge of your official duties? \_\_\_\_\_  
If yes, please describe:
- b. Will this consulting activity be reasonable in amount (not to exceed four days per month)? \_\_\_\_\_  
If yes, please describe:
- c. Will this consulting activity create a conflict of interest with the University of Georgia, the School of Social Work, or an externally-funded program? \_\_\_\_\_  
If yes, please describe:
- d. Will you utilize SSW or UGA resources, including personnel, facilities, supplies, or equipment, for this consulting activity? \_\_\_\_\_  
If Yes, Please describe arrangements for reimbursing the School of Social Work and University of Georgia:

Potential Intellectual Property Conflicts:

- Are you required to give up intellectual property rights under the proposed consulting agreement? \_\_\_\_\_
- Does the scope of work of your consulting agreement overlap with the scope of work of any sponsored project you are performing at UGA or with any of your UGA work? \_\_\_\_\_
- Do you intend to use existing UGA intellectual property in performing your consulting work? \_\_\_\_\_

**If the answer to any of these questions is yes, the consulting agreement must be reviewed and approved by the OVPR/UGARF Technology Transfer program prior to this consulting being approved.**

\_\_\_\_\_  
OVPR/UGAR Technology Transfer Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member (please print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date