

## Consulting by English Department Faculty Procedures, Revised October 2011

Policies and procedures relating to consulting can be found at <http://consulting.uconn.edu/>. As stated on the website....

*Consulting is an activity performed by a faculty member for compensation as a result of his/her expertise or prominence in his/her field while not acting in his/her official capacity as a State employee (i.e. in his/her own time.) The University's Laws and Bylaws prohibit faculty from consulting on "time due to the University".*

Activities that may be considered “consulting” include, but are not limited to, making a presentation, giving a lecture, or evaluating a grant proposal or manuscript – anything you are paid for outside your university employment that uses your expertise. For more information, check out the Consulting Q&A at [http://consulting.uconn.edu/faq\\_storrs.html](http://consulting.uconn.edu/faq_storrs.html)

Note that teaching elsewhere is not covered by the consulting policy. Please consult the external teaching policy for particulars. <http://policy.uconn.edu/findPolicy.php?PolicyID=397>

To obtain approval to be paid for a consulting activity faculty must complete the online Request for Approval of Consulting Activities form at least 3 working days before the start date of the activity. Go here to get the form: <http://consulting.uconn.edu/>

Faculty must submit the form for approval regardless of the amount of remuneration. However, if the consulting is of an academic nature and provides payment of \$5,000 or less, the approval may be eligible for fast track processing.

Once you submit your form, the Department Head will receive an e-mail requesting that he review and approve the form. You will be notified by e-mail once your request has been approved.

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