

Appendix E

MONTANA TECH
Request to Participate in Consulting Activities

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Permission is requested to participate in consulting activities.

Name of client or sponsor: _____

Time involved (include dates): _____

Arrangements for coverage of classes missed (if any): _____

Nature of consulting activities in relation to your function at Montana Tech: _____

Other current consulting commitments: _____

Consulting time (hours) used to date: _____

Will Montana Tech office, lab space, computer equipment, or any other equipment be used?

Yes No If yes, explain _____

Approximate cost for rental of Tech space and equipment: \$ _____

Approval of V.C.A.F. for facilities use: _____

Conflict of interest: A conflict of interest is a conflict between public duty and private interest, as defined by the Montana Legislature in section 2-2-101, M.C.A., 1978. I have read the statement on conflict of interest on the next page. This commitment will not interfere with teaching or other duties for which I am employed, and I have or will disclose the consulting relationship on my Conflict of Interest disclosure form (<https://www.mtech.edu/research/files/coi-disclosure.pdf>). To the best of my knowledge, the rate of personal compensation is competitive with other, similar privately employed consultants.

Applicant's Name (please print): _____

Applicant's Signature: _____ Date: _____

Signatures of Approval:

Department chair/Supervisor: _____ Date: _____

Dean: _____ Date: _____

V.C. for Research: _____ Date: _____

V.C. for Academic Affairs: _____ Date: _____

Chancellor: _____ Date: _____

THE TOTAL DAYS OF CONSULTING SHALL NOT EXCEED 40 DAYS IN ANY ONE ACADEMIC YEAR.
(See the next page of this form for faculty consulting policy statement.)

CONFLICT OF INTEREST

1. No faculty member shall accept additional compensation for the same services that are part of his/her assigned college duties.
2. Consulting faculty clients must realize the college is in no way a party to the consulting contract or will the college be liable or responsible for the performance of the faculty consultant. All advertisements and correspondence will be made without the college name unless by consent of the Chancellor.
3. College personnel, facilities, or equipment shall not be used in connection with consulting activities unless the arrangement for reimbursement to the institution is made in advance and fully documented.
4. Faculty consultants are not allowed to use or distribute information from unpublished research funded by an external sponsor or by the campus.
5. No faculty consultant is allowed to assist a client in obtaining a contract, claim, license, or economic benefit from the college.
6. A faculty consultant may act in a supervisory relationship with the same student or staff member within the college and in an external organization, but the work cannot be done during the normal work day, week, or month of his/her contract period.

FACULTY CONSULTING POLICY STATEMENT

In compliance with the Board of Regents of Higher Education of the Montana University System, Policy 401.1, the following regulations govern consulting activities carried on by faculty.

Faculty may engage in a limited amount of private consulting (defined as any additional activity beyond duties assigned by the Institution, professional in nature and based in the appropriate discipline for which the faculty member receives additional personal compensation during the academic or contract year), provided it does not interfere with the performance of regular institutional duties.

Permission for such private consulting will normally be granted only after all academic responsibilities, including instructional and research activities, are fulfilled, and shall be obtained from the appropriate Department Head, Dean, Vice Chancellor for Research, Vice Chancellor for Academic Affairs, and the Chancellor.

In order to provide maximum flexibility of the faculty in their performance of consulting assignments, the amount of time per week need not be specified. However, the total days of consulting shall not exceed 40 days in any one academic year. Permission to engage in consulting engagements totaling more than 40 days in any academic year shall be considered on their own merit and may be approved on an individual basis by the appropriate Department Head, Dean, Vice Chancellor for Research, Vice Chancellor for Academic Affairs, and the Chancellor.