

University of Colorado at Boulder

Application for Approval of Regular and Periodic Consulting Activities

Note: You should fill out this form if you answer "yes" to either Question A or B below:

- A. Are you compensated for this activity beyond actual expenses? Y/N
- B. Is the consulting activity regularly scheduled or predictable in its occurrence? Y/N

Note: You do not need to fill out this form if you answer "yes" to the Question C:

- C. Is the activity considered by your chair and/or dean to be remunerated scholarship? Y/N (Remunerated scholarship generally relates to research or creative work that is an expected professional activity in your discipline for purposes of promotion or tenure. Remunerated scholarship does not include teaching activities external to the University for which you are compensated.)

To the Dean:

Date _____

I hereby request approval for employment in a consultative capacity in addition to my regular University appointment. The consultative activity is described below.

1. Employer or sponsor of activity _____

2. Description of activity in sufficient detail to show its professional quality and importance

3. Dates and frequency of the activity or employment. From _____ To _____

Frequency (3 days/month, etc.): _____

(The "One-Sixth Rule" limits total activity of this type to 19.5 days per semester.)

4. Will University facilities be used? Y/N _____ (If Yes, describe facilities and their use below)

5. Will the activity involve students or other University employees on University time?

Y/N _____ (If Yes, provide detail below)

RECOMMENDED:

Applicant Signature _____

Name Printed _____

Department Chair or Program Director

Rank _____

email address _____

APPROVED

Dean

Clarification of Outside Consulting, Remunerated Scholarship, and the One-Sixth Rule

The campus policy regarding consulting activities is derived from Action of the Regents 8/14/44, amended 6/12/48. It was elaborated by the Boulder Faculty Assembly "Policy on Remuneration and Professional Service" which was accepted by the Chancellor in 1980. These documents are described in the On-line Desk Reference. This document explains these policies and interprets them in the context of the professional activities and expectations of the Boulder Campus faculty..

Why are consulting activities desirable? Consultation work has long been recognized by the Regents as a desirable and legitimate function that serves to keep the faculty in contact with the contemporary problems of their professions and, in consequence, should be encouraged. Such activities inform faculty teaching, and often provide training and employment opportunities for undergraduate and graduate students. Faculty members, nonetheless, have their primary responsibility to the University and they may not engage in any endeavors, paid or free, that adversely affect the discharge of their University duties.

How much Consultation is allowed? The Regents of the University of Colorado have approved a policy allowing faculty members to devote "not more than one-sixth of their time and energy" to consulting for which they receive additional remuneration. When these activities are of a regular periodic nature, faculty members are expected to obtain approval in advance from the chairman and/or dean. A new form for seeking that approval (Application for Approval of Regular and Periodic Consulting Activities) is available from dean's offices and the Office of Faculty Affairs. Faculty members who engage in professional activities for additional remuneration that are not predictable or anticipated are expected to inform their chairman and/or dean, in writing, about such activities as soon as possible. All consulting and other remunerated activities are reported annually on the Faculty Report of Professional Activities (FRPA) form distributed to the faculty each January.

- a. One-sixth time is interpreted as 19.5 days per semester (39 days during the academic year) or 48 days during an eleven-month appointment (this is an average of approximately one day per week during the regular period of appointment). The time cannot be accumulated from year to year and must be distributed judiciously through the appointment period so that it does not interfere with primary University duties.
- b. In 1998 a faculty review committee interpreted the policy to mean that the One-Sixth Rule applied 24 hours per day, seven days per week during the appointment year of a faculty member (usually 9 months, August – May). During that period of time, all consulting must be reported and is subject to the 39 day limitation. A day of consulting was defined as equivalent to 12 hours, and that consulting that occurs in shorter increments of time may be summed. For example, three-4 hour blocks of consulting should be considered equivalent to one day of consulting for purposes of the One-Sixth Rule.
- c. Activities in excess of the amount indicated in (a) normally will not be approved unless the faculty member's percentage of full time appointment is appropriately reduced or other similar arrangement is made.

For what types of activities should prior approval be sought? Any activity for which remuneration is received, except for those activities described below, should be reported, and any remunerated activity (except those excluded below) that are regular or periodic in nature should be submitted for approval beforehand. Two exceptions to this policy exist.

- a. If the only compensation received for faculty services is for actual expenses, this would be considered service or outreach and should be reported as such annually on the FRPA form. If this activity approaches 19.5 days per semester or if this activity threatens a faculty member's ability to carry out their regular University duties, approval to continue this activity should be sought.
- b. It is not the intent of the campus to restrict the expected scholarly activities of its faculty to one-sixth of their time. In some disciplines, particularly the visual and performing arts, professional activity is by tradition remunerated to some degree. In many disciplines, scholarly service activities (reviewing activities, colloquia presentations, etc.) are also compensated beyond expenses. These activities are referred to as Remunerated Scholarship. Remunerated scholarship generally relates to research or creative work that is an expected professional activity in a faculty member's discipline. An expected professional activity means that it is considered part of the expected suite of activities and accomplishments for a faculty member seeking promotion or tenure. The activity is explicitly included in the Primary Unit Criteria for Promotion and Tenure document in the faculty member's department or program. All remunerated activities must be reported annually on the FRPA form distributed each January, and if this type of activity threatens a faculty member's ability to carry out their other regular University duties, approval to continue this activity should be sought.

A few examples of Remunerated Scholarship may be instructive. A faculty member is paid to perform in a national or international venue. The nature and locale of the performance is such that the primary unit would encourage the colleague to list the activity as scholarly or creative work on a CV, and the absence of sufficient activity of this type would adversely affect the faculty member when judging his or her record for promotion, tenure, or annual merit. This would be an example of remunerated scholarship. An author or artist who receives a royalty or commission for the product of their scholarly work (as defined by their primary unit) similarly has engaged in remunerated scholarship and such activities are also excluded from the "one-sixth rule" limitation on consulting. If there is any doubt as to whether or not an activity is remunerated scholarship or consulting, prior approval should be sought.

Who should submit an Application for Approval of Regular and Periodic Consulting Activities form? All members of the University community who hold a faculty title should complete an Application form whenever necessary, and report all consulting activities annually. Faculty titles include Research Associates, Professional Research Assistants, Research Professors, tenured and tenure track faculty, and lecturer and instructor rank faculty. Administrators with faculty rank should also submit application for approval, as appropriate