

Consulting and Outside Professional Service ("Conflict of Commitment")

The UMBI policy *Faculty, Administrator, and Staff External Consulting and outside Professional Service* (<http://www.umbi.umd.edu/pandp/consult.html>), is promulgated under the USM Policy on Professional Commitment of Faculty (<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionII/II310.html>).

Individual Responsibilities:

1. Assure that all UMBI responsibilities of their position are fully satisfied and can be met prior to undertaking outside consulting or professional activities.
2. Avoid conflict of interest or the appearance of conflict of interest.
3. Provide written contractual consulting agreements for review by the VPAA (and perhaps by VPORD?) prior to execution.
4. Secure advance approval for any paid consulting or outside professional services.
5. Report all paid and unpaid consulting and/or outside professional work to the Center Director using the UMBI reporting form. Indicate NONE if no consulting or outside professional services were undertaken during the reporting period.

Center Director Responsibilities:

1. Approves requests to provide paid consulting or outside professional services.
2. Notify VPAA of all approved paid consulting agreements at the end of the calendar year.
3. Receive and reviews all individual consulting reports annually.
4. Forward a summary of the Center's individual consulting reports to the VPAA at the end of the calendar year.

VPAA Responsibilities:

1. Review written contractual consulting agreements prior to their execution.
2. Receive summary reports of (1) Center consulting reports and (2) approvals of paid consulting agreements.
3. Considers requests for approval to teach up to two courses per year at another institution for extra compensation.

Reporting of Consulting and Outside Professional Service Form:

<http://www.umbi.umd.edu/forms/consrpt.html>

Request to Engage in Paid Consulting Form:

<http://www.umbi.umd.edu/forms/consreq.html>