



Faculty, Administrator, and Staff External Consulting and Outside Professional Service

(Approved by the President on July 1, 1997)

I. POLICY

The University of Maryland Biotechnology Institute (UMBI) employs and seeks to retain faculty, administrators, and professional staff persons who are highly competent. Their professional services are attractive to and are sought by the private sector and governmental agencies at all levels, and by professional societies and organizations. When prudently chosen and properly pursued on a selective basis and without conflict of interest, consulting and professional service opportunities may increase the competence and enhance the value of UMBI personnel to the institution and to the community. An appropriate policy pertaining to consulting and other professional services should make it possible for society to benefit from the professional competence of UMBI personnel and strengthen the public service role of UMBI. In addition, experience in consulting and professional service enables UMBI personnel to improve their competence, and for students to be instructed, advised, and supervised by individuals who are at the frontiers of knowledge in their respective disciplines.

Consulting and other forms of professional service provide a unique mechanism for overcoming the gap between the time at which new knowledge becomes available within UMBI and the time when this new knowledge reaches the community off campus for utilization in the resolution of problems. In addition, and perhaps equally important, the external interaction guides UMBI scholars in identifying significant problems and in relating their priorities to the needs of people. To achieve the benefits that are inherent in systematic interaction without causing a drain on the human, physical, and financial resources assignable to UMBI's central mission, the following conditions pertain to persons who are fulltime members of the UMBI faculty, professional staff, and academic administrative staff. This policy is promulgated under the University System of Maryland (USM) Policy on Professional Commitment of Faculty (II - 3.10 November 30, 1989).

II. PROCEDURES

- A. A full-time appointment with UMBI is considered a professional commitment with components of research, economic development, service, instruction, and administration. These commitments may vary in their relative distribution of time according to the particular talents and interests of the faculty member, administrator, or professional staff person, and the needs of the UMBI Center or administrative unit as determined by the Director or other responsible UMBI administrator.
- B. Consulting projects of a professional nature and other extra-university professional activities, either paid or unpaid, may be undertaken only when it is assured that all UMBI responsibilities associated with a given position are fully satisfied and can continue to be met. In general, consultation or professional service that is not within the established work scope shall be limited to the equivalent of one day per week or 20% of the regular workload. Prior to the execution of any written contractual consulting agreement the individual should forward a copy of the proposed agreement to UMBI's Vice President for Academic Affairs (VPAA).

A report of all paid and unpaid consulting professional work shall be made annually to the

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Center Director or responsible administrator of the unit from which the faculty member, administrator, or professional staff person is employed (Appendix A). The report shall include the amount of time worked, the company or agency for which the work was performed, and the general nature of the work; provided, however, that the report not disclose the names of clients or patients or any information that would involve a breach of the ethical standards of the person's profession. The UMBI Center Director or responsible administrator shall review all consulting reports and forward a summary of the consulting reports UMBI's VPAA at the end of each calendar year. Any potential problems as to the appropriateness of a consulting activity shall be brought to the attention of UMBI's VPAA.

- C. Consulting or professional services that carry a stipend including those that are rendered to another state agency in Maryland shall be reviewed and approved in advance. This approval, when justified, is granted by the Director for the faculty and staff of a Center and by the President or designee for Directors and members of the UMBI central administration. UMBI's VPAA will be notified at the end of each calendar year of all approved paid consultation arrangements. Consultation by the UMBI President or Vice Presidents must be approved by the Chancellor of the University System of Maryland or designee.
- D. Faculty, administrative, and professional staff members are not eligible for financial reimbursement for serving as consultants on contracts or grants administered through UMBI. In unusual and exceptional cases, a waiver from this rule may be requested. A waiver requires the prior approval of the President.
- E. A full-time faculty member, staff, or administrator with prior written permission of UMBI's VPAA, may teach a maximum of two courses at another institution for extra compensation during the individual's contract year.
- F. Consulting or professional services shall be undertaken only when their performance gives promise of enhancing professional competence. Caution must be exercised to avoid any potential conflict of interest or appearance of conflict.
- G. UMBI resources are not to be used unless the center or administrative unit is reimbursed in accordance with prior arrangements. Any prior arrangement shall include an identification of the costs of resources and a firm, formal agreement specifying when the costs will be reimbursed. The Center Director or responsible administrator shall review and approve agreements for reimbursement and the Vice President for Administration and Finance will be notified of all approved arrangements.
- H. The individual may not convey through his/her outside work any endorsement by UMBI of their recommendations or results.
- I. No individual shall enter into any agreement in the pursuit of consulting services that conflicts with the UMBI's patent policy or any other applicable USM policy or procedure or state or federal law. UMBI's patent policy and the rights and duties arising thereunder shall not be affected by any agreements entered into by any individual (absent written waiver on consent by UMBI's President).

REVIEWED AND RECOMMENDED: S. Gaylen Bradley, Ph.D. Vice President Academic Affairs

APPROVED: Rita R. Colwell, Ph.D., D.Sc. President

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