

**Procedures for Faculty Consulting & Research with Public or Private Entities  
Frequently Asked Questions**

**1. Who has to complete the Faculty Consulting & Research with Public or Private Entities Compliance Form?**

Any full-time AAUP member who is hired /contracted by a public or private entity to perform consulting or research activities during the Fall and Spring semesters while performing their regular duties.

**2. Does an AAUP member complete a Compliance Form during the Winter Intersession or Summer Sessions?**

If the AAUP member is hired/contracted by a public or private entity to perform and consulting/research activity during the Winter Intersession or Summer Session and is under contract to teach or perform other duties at SCSU, the form should be completed.

**3. Who determines whether the activity complies with the statute, policy, and collective bargaining agreement?**

By law and policy, the chief academic officer of the university makes the final determination.

**4. When in our negotiations should we submit the Compliance Form to determine if the anticipated activity will comply?**

To be safe, you should submit the form as soon as you can reasonably disclose the anticipated activity, its duration, and interaction with your regular duties.

**5. How long does review by the chief academic officer take?**

The chief academic officer will make every effort to turn these requests around as quickly as possible. During the semester, such review and reply to the AAUP member should not take more than 48 hours ordinarily.

**6. Is there an appeal process in the chief academic officer determines my expected activity does not comply with the statute or policy?**

No. However, if you believe the determination in some way violated the collective bargaining agreement, you may file a grievance.

**7. Are there any consequences if the activity is not endorsed by the chief academic officer and the AAUP member proceeds with the consulting and/or research activity?**

Yes. Such a disregard for the direction of the chief academic officer will result in a referral to the Office of Human Resources to determine if an Article 16 disciplinary process should be initiated.

**8. If I am hired to review a textbook, should I complete the compliance form?**

Yes, if you are receiving compensation for this activity and such review occurs during a period when you are teaching.

**9. What if I am writing a textbook?**

Yes, if you are receiving compensation for this activity and such review occurs during a period when you are teaching.

**10. What if I receive an advance for writing a textbook?**

Yes, if you are receiving compensation for this activity during the academic year or if you are on a 12-month contract.

**11. What if I do not receive an advance?**

If there is a chance that you will ultimately be compensated for this activity, you must disclose it.

**12. If I have my own business, should it be reported?**

Possibly. If your business has no relation to your academic or faculty responsibilities, you do not need to report the business activity. (Note that faculty members may not make use of university property to engage in a business that has no relation to their academic or faculty responsibilities.) If the business is related to your academic or faculty responsibilities, you will need to seek approval. The following examples illustrate the two situations. First, if you are a history professor and own an ice cream shop that has no relation to your activities as a faculty member, such a business does not need to be disclosed. Second, if you are an accounting professor and you own a CPA firm that performs accounting activities throughout the academic year, you should seek approval on an annual basis.

**13. What if I have an occasional opportunity to consult with a number of clients? How do I report that?**

Report the anticipated dates/scope of such an engagement for the present academic year. Report again during the following academic year if you anticipate an additional engagement.

**14. Do I need to disclose if I am receiving an NSF grant?**

If the grant is administered by Connecticut State Colleges & Universities (CSCU) , you do not need to disclose the grant. All other grant activity should have received prior approval through the Office of Sponsored Research and Programs.

**15. Do I need to disclose if I am receiving a grant and the grant is being administered through my university or another CSCU institution?**

No, if the grant is administered by the CSCU, you do not need to disclose the grant since we already have approved such activity.

**16. Do I need to submit a Compliance Form when receiving reimbursement from grants?**

Yes, unless the grant is being administered through the university and the reimbursement check comes from the state.

**17. Do I need to complete the Compliance Form if I am hired by another Connecticut public higher education institution (UConn or CSCU) or an executive branch agency to perform research or consulting services?**

Not this form. However, you must have on file a fully executed Dual Employment Request Form with the Office of Human Resources and (if teaching) an External Teaching Form pursuant to Article 10.13 of the collective bargaining agreement.

**18. If I am asked to teach a course at another university during the regular semester, do I need to complete the Compliance Form?**

Not this form. However, you **MUST** file an External Teaching Form and receive approval for outside teaching pursuant to Article 10.13 of the collective bargaining agreement. This must be done whether at a Connecticut public higher education institution or at any other institution.

**19. What if I am engaged in an outside activity that is not covered by this policy but requires me to spend a considerable amount of time each week at such activity?**

It is important to note that the collective bargaining agreement is very clear on this matter. Your primary responsibility is to the university and your students. If it is determined that any outside activity interferes with your ability to fulfill your obligations to your university and/or the students, the university may direct you to cease such activity.

**20. Does this apply to work done with or through ITBD (Institute of Technology & Business Development at CCSU) or another state-affiliated organization?**

It does not apply if payment for such activities goes through the regular payroll processes of the university/State of Connecticut and you have on file a valid Dual Employment Request Form.

**21. How much time a week can I spend on outside activities such as these?**

CSCU has not set an arbitrary amount of time for this purpose. However, by way of reference, please be advised that UConn has limited such activities to the equivalent of one day per week. While no such limitation has yet been set here, the one-day example seems appropriate and a legitimate guideline for faculty and chief academic officers alike.

**22. I get paid \$10 a week to write a blog post about poetry-related news for a popular online literary magazine. Does this need to be registered?**

Yes, this ongoing activity should be submitted for a determination of compliance.

- 23. I review one to three new books of poetry every month (I keep the book, but get no other compensation), and also write a column on psychoanalysis in literary culture (no compensation). Likewise, I am a staff writer for an online publication, where I review books & DVD's, and occasionally interview authors. Does all of this uncompensated activity need to be registered?**

If it is uncompensated, it does not have to be disclosed. Please note, however, in Connecticut, receiving a copy of the book might be considered compensation by the Citizens' Ethics Advisory Board. As such, it is recommended that such activities be disclosed.

- 24. Recently, InsideHigherEd.com published an editorial I wrote. It's a one-time thing (i.e., I have no relationship with them), but they're paying me \$100. Should I disclose this?**

Yes.

September 2014