

# WVU OUTSIDE CONSULTING ARRANGEMENT APPROVAL FORM

Pursuant to the West Virginia State Ethics Act and West Virginia University Board of Governors Governance Rule 1.4, all full-time University faculty and non-classified staff must disclose and seek advance approval for outside Consulting Arrangements. Part-time employees, such as adjunct faculty, are not required to seek approval for Consulting Arrangements or other employment that they conduct outside of their part-time employment with the University.

“Consulting Arrangement” means any outside employment, arrangement or contract where a full-time faculty or non-classified staff provides their expertise to a non-University third party as an independent contractor and in which the expertise is, directly or indirectly, related to the employee’s employment or job duties with the University.

For full-time employees during their yearly appointment term, such outside Consulting Arrangements must, at minimum, meet the following requirements:

- ✓ it must further develop the individual professionally or serve the community, state or nation in an area related to the individual’s assignment or professional expertise;
- ✓ it must not constitute a Conflict of Commitment with the individual’s University responsibilities, nor interfere with the individual’s teaching, research and service to the University; and
- ✓ it must not be in conflict with the mission and objectives of the University.

Professional services provided by the full-time faculty or non-classified staff that are appropriately considered as part of the individual’s institutional duties do not constitute outside Consulting Arrangements. Examples may include participation in a grant review panel or committee, delivering a speech, performing a work of art, or other similar pursuits that are considered as part of the faculty or non-classified staff’s institutional duties.

Prior to engaging in any outside Consulting Arrangements, please complete this form and submit it to your department for approval by your dean, vice president, or their designee.

In addition, please make sure that you complete the Consulting Arrangement Annual Disclosure Form by August 31 each year.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

Entity Address and Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Activity Undertaking:

Estimated Time Commitment for Arrangement per week or month: \_\_\_\_\_

I certify the information contained within this form is correct and accurate, and I shall comply with the following requirements in undertaking this outside Consulting Arrangement:

My outside Consulting Arrangement does not appear to create a Conflict of Interest or Conflict of Commitment and will not interfere with performance of my University obligations, which I understand are my primary employment obligations.

I shall comply fully with my obligations in the West Virginia State Ethics Act and all West Virginia University rules, policies and procedures. Moreover, I understand that any approval to participate in the described activity does not supersede the requirements of the West Virginia Ethics Act or the regulations and opinions of the Ethics Commission.

No University facilities, equipment, personnel or supplies not freely available to the general public will be used in this Consulting Arrangement unless arrangements to reimburse the University have been made in advance.

I understand that I am engaging in this activity outside of my duties at West Virginia University. As such, West Virginia University is not a party to any of the agreements related to my consulting and has no obligations or potential liability under these agreements. I understand and acknowledge that the University's rights may not be impaired in any way by the agreement and the University does not provide indemnity or insurance for these activities.

If I am not leave-eligible, my outside Consulting Arrangement will not occupy more than, on average, one working day per week of work time during the term of my appointment. If I am a leave-eligible, I must take annual leave when completing any outside Consulting Arrangement during my normal working hours.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

ACKNOWLEDGEMENT AND APPROVAL:

Dean, Vice President, or Designee: \_\_\_\_\_ Date: \_\_\_\_\_