

## SYSTEM REGULATION

### **33.99.07 Internal Faculty Consulting and Professional Services**

*April 24, 1996*

*Revised July 18, 2001*

#### 1. ELIGIBILITY

Only individuals eligible for external employment as defined in System Regulation 31.05.01, paragraph 1.1.2, are eligible for compensable internal consulting and professional services.

#### 2. COMPENSABLE INTERNAL CONSULTING AND PROFESSIONAL SERVICES

Occasionally the best interests of the System are served when faculty members are called on to assist temporarily and intermittently in a research or service activity that is not related to their regular full-time teaching, research, or service duties, and which requires that they contribute significant effort beyond professional courtesy to the activity above and beyond the continued performance of their regular full-time duties. Such effort usually involves providing expert opinion (consulting) or professional service on a research project or related activity that is not administered within the faculty member's department or discipline. This type of activity may be treated as compensable internal consulting or professional services and has all of the following characteristics and limitations:

- 2.1 The work to be performed requires special professional expertise beyond the capabilities of those:
  - a) being paid directly on the project or activity; or
  - b) within the same discipline or administrative unit that could be assigned to the project.
- 2.2 The work is clearly outside the scope of, and is to be performed in addition to, the individual's regular full-time teaching, research or service responsibilities, and it can be performed without reducing effort or otherwise sacrificing the amount or quality of time spent on regular responsibilities.
- 2.3 The work is to be performed on a one-time or an intermittent basis.

### 3. COMPENSATION AND LIMITATIONS

Compensation for internal consulting and professional services normally will not exceed the hourly equivalent of the individual's regular salary. Payment will be made through the normal supplemental payroll process and is subject to payroll deductions. The maximum amount of compensable internal consulting and professional services for an individual may be imposed by the component Chief Executive Officer. Time spent on compensable internal consulting and professional services is to be counted against an individual's allowable external employment privileges under System Regulation 31.05.01.

### 4. APPROVAL

Requests to engage in compensable internal consulting and professional services must be approved in advance by the CEO or designee of both the consultant and the unit receiving the consulting or professional services. Any exception to these provisions requires the advance approval of the CEO of the faculty member's component

### 5. MONITORING AND REPORTING

CEOs or designees will monitor compensable internal consulting and professional services activities within their respective jurisdictions, to include both that performed by their employees and that performed for administrators within their respective units.

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CONTACT FOR INTERPRETATION: The System Human Resources Office

HISTORY: Last version: April 24, 1996

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