

## CONSULTANCY POLICY / FACULTY EXTERNAL ENGAGEMENT POLICY

### Purpose and Scope

The Faculty External Engagement Policy essentially outlines the University's Policy on employment responsibilities and conditions on consultancy assignments to be undertaken by the faculty. To establish the circumstances under which PPSU faculty members are permitted to engage in consultancies; provided such consulting activities must not impact an individual's ability to adequately perform his or her instructional, research, administrative, service or other University responsibilities.

This Policy applies to all University Employees including, without limitation, Administrative Officers, Faculty, Non-Faculty Academic Employees and Staff.

### Overview

Consultancy assignments are viewed as a dynamic learning process for the faculty of any organization. It provides an opportunity for them to share insights with experts and contributes to experimentation and new learning by patrons. Consultancies brings the faculty in contact with real-life questions, and thus greatly enriches teaching and research.

Consultancy assignments have been guided by several norms:

- Consultancy is an academic activity. Projects are taken up only if they have a definite learning value.
- Faculty members may solicit consultancy projects or it may be offered by the external agencies.
- The total time spent on consulting is voluntarily restricted, so that other academic responsibilities are not compromised.

### Policy

#### A. Full-Service Obligation of All Full-Time University Employees

All Employees of the University holding full-time positions shall give full services to the work of the University during scheduled work periods. Any non-University employment must not interfere with the discharge of the person's full-time service obligations to the university. It is expected that all full-time University Staff Members will treat the University as their prime employment activity.

1. Part-time or full-time employment in an off-campus position or business enterprise in addition to full-time University employment is discouraged. Each Employee is responsible



to inform his/her immediate superior of all such outside employment activities.

2. In any case in which present or contemplated outside employment is believed to involve a question as to a potential conflict of interest, the concerned individual is encouraged to seek advice from the administration.

#### **B. Remunerative Consultation by Faculty Members and Administrative Officers**

Remunerative consultation, teaching and other services to persons, firms, institutions, and agencies outside the University may be carried on by faculty members as long as the performance of such services does not interfere with the individual's service obligations to the University, subject to the following restrictions:

1. Full-time faculty and Administrative Officers may engage in the consultancy as follows:
  - a. **Time and Resources of the University is utilized:** If the faculty engages in the consultancy work during the office hours and utilizes resources of the organization; the remuneration of the project will be 50:50 wherein 50% will go to the faculty and 50% will be deposited to the University. Direct expenditure/operating expenditure of the organization's resources must be paid separately. This direct expenses/operating expenditure will be decided during the approval process of the utilization of the organization resources.
  - b. **Only Time is utilized:** If the faculty engages in the consultancy work during the office hours and no resources of the organization are utilized; the remuneration of the project will be 70:30 wherein 70% will go to the faculty and 30% will be deposited to the University.
  - c. **Only Resources are utilized:** If the faculty engages in the consultancy work after/before office hours and utilizes resources of the organization; the remuneration of the project will be 70:30 wherein 70% will go to the faculty and 30% will be deposited to the University. Direct expenditure/operating expenditure of the organization's resources must be paid separately. This direct expenses/operating expenditure will be decided during the approval process of the utilization of the organization resources.
  - d. **Neither time nor resources are utilized:** If the faculty engages in the consultancy work before/after the office hours and does not utilize resources of the organization; the remuneration of the project will be 90:10 wherein 90% will go to the faculty and 10% will be deposited to the University.
2. This policy is not intended, nor shall it be interpreted, to permit a faculty member or Administrative Officer to engage in consultancies that impact the individual's ability to



adequately perform his or her instructional, research, administrative, service or other University responsibilities, as determined by that individual's department chair, dean or other immediate supervisor, as applicable, even if the faculty member or Administrative Officer otherwise complies with the other requirements.

3. Use of consultation time should have a demonstrable relation to the area of expertise of the Faculty or Administrative Officer, and to the University's general mission within the community.
4. Any absence from the University for the purpose of consultation services may be recorded as an excused absence for approved consultation only if the restrictions of this section have been satisfied.
5. Consultation involving service to individual patients or clients may take place in a faculty or Administrative Officer's office or laboratory. Use of university facilities and equipment resulting in clearly identifiable additional cost to the University shall be reimbursed and shall require authorization by the Dean.
6. The individual engaged in consultation activities must arrange in advance, with the approval of the Dean for scheduling of classes or other work assignments missed as the result of consultation activities.



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