

**ANNUAL REPORT ON CONSULTING AND OTHER PAID PROFESSIONAL ACTIVITY**  
**To Be Completed by Tenured and Tenure-Track Faculty**

I have reviewed the University's policy on Consulting and Other Paid Professional Activity (Faculty Handbook 3.7.4.3, *side two of this document*) during the 2009-10 academic year.

For the purposes of the following report, I understand that consulting and other paid professional activity includes any activity in which I use my *professional capabilities* in return for some *form of remuneration* provided by a *party other than the University*. I further understand that, with some exceptions specified in the policy, the maximum amount of consulting allowed for full-time faculty members is one day per seven-day week during the period of employment specified in the Letter of Appointment.

1. I engaged in consulting or other paid professional activity during the 2009-10 academic year.  
YES ☐ NO ☐

*If you answered yes, please provide the following information for each paid activity covered by the policy (use additional sheets if necessary):*

2. Name of company or organization; general nature of activities performed; number of hours devoted to these activities during each academic term; and financial interest in the company or organization.

I certify that any consulting or paid professional activity reported above does not create a conflict of interest with my University responsibilities and is consistent with all applicable University rules and regulations.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***(over)***

### **Faculty Handbook 3.7.4.3 (excerpted materials only for tenured and tenure-track faculty)**

#### **Consulting and Other Paid Professional Activity**

Consulting is defined as professional activity related to a person's field or discipline in which a fee-for-service or equivalent relationship with a third party exists. This definition is intended to encompass many different kinds of activities. Whether one runs a private practice, operates as an independent contractor, works as a paid employee, or serves as a company director, one is acting as consultant if three conditions hold: one uses one's *professional capabilities* in return for some *form of remuneration* provided by a *party other than the University*.

Faculty members need not obtain prior approval for consulting as long as they meet their full-time obligations to the University and comply with the guidelines presented below. Exceptions to these guidelines must be approved in writing by both the appropriate Dean and the Provost.

The maximum amount of consulting permitted for full-time faculty members is one day per seven-day week during the period of employment specified in the Letter of Appointment. When consulting is done by the hour rather than the day, eight consulting hours equal one consulting day.

Faculty members whose period of appointment is the academic year are not subject to time limits on consulting during the summer recess unless they receive from the University a salary supplement for work performed during the summer. If the supplement is less than 3/9 of base salary, the one-day limit applies only to the actual period of employment by the University.

Faculty members on sabbatical leave at full pay may consult up to one day per week. For those on sabbatical at less than full pay, the one-day limit is prorated according to the formula given above for part-time employment. Faculty members on leave without salary are not subject to time limits on consulting.

Averaging of consulting time within a single quarter is permitted at the discretion of the faculty member, but averaging across quarters requires prior written approval by the dean. Quarters of less than full-time service may not be averaged with quarters of full-time service.

University resources – including personnel, facilities, equipment, materials, and services – shall not be used in connection with consulting except in a purely incidental way.

Except in cases where disclosure would violate professional privilege, every faculty member must describe his or her consulting activities upon request from the dean or the Provost. Requested information may include the names of companies or organizations for which the faculty member has consulted, the general nature of each consulting agreement, the number of days devoted to each consulting agreement, and any financial interest in the company or organization that might result in a conflict of interest with University responsibilities. No faculty member will be required to disclose actual income from consulting activities.

Three activities related to faculty responsibilities are specifically excluded from the limits of the consulting policy:

1. Scholarship. This includes scholarly and creative productions as described in 3.4.2.
2. Professional Service. This includes service on editorial boards, peer review panels, committees of professional organizations, advisory groups at other universities, government boards, and similar bodies.
3. Sponsored Projects. These include all grants and contracts administered by the University.

Also excluded from the provisions of the consulting policy is teaching elsewhere. This includes full-time and part-time teaching appointments at other educational institutions. Since the acceptance of full-time appointment at Santa Clara University involves a commitment that is full-time in the most inclusive sense (3.6.2), full-time faculty must have the written approval of the dean and Provost before accepting a teaching appointment at another educational institution during the period of service specified in the Letter of Appointment.

Any question about whether an activity constitutes consulting under this policy should be resolved in advance with the appropriate dean.