



SOP Procedure for Professional Consulting and Other External Professional Activities

Each Academic Department will distribute and collect a “Report on Professional Consulting & External Reporting Activities” every six months for each faculty in their department. The Department Chair will sign the report and forward it to the Dean for his/ her signature. The original signed form will be sent to the Department after the Dean has signed the report. Each department is responsible for maintaining copies.

Each Department, including the Dean’s Office, will set up a system to make certain that the required forms are completed in accordance with SOP & UMB Policies & Procedures. A reporting log must be maintained and submitted to the Dean along with the original reports to be signed. As an added check, the Executive Coordinator in the Dean’s Office will keep a file of the reporting log received from each academic department and the Dean’s Office.

In the event that a report is not received three months after June 30th & December 31st, the Executive Coordinator will notify the Department Chair. If, report is not received after two months of notifying the Department Chair, the Executive Coordinator will notify the Dean.

UMB & Systems Policy requires “Prior approval of professional consulting and other external professional activities is required. Requests for approval should be directed to the dean or designee.” The Dean delegates the responsibility for prior approval to the Department Chairs.

Attachment – UMB Policy on Faculty Consulting

Rev 10/09

II - 3.10(A) - UMB POLICY ON PROFESSIONAL CONSULTING AND OTHER EXTERNAL PROFESSIONAL ACTIVITIES

(Approved by the President, December 1991)

I. EXTERNAL

Prior approval of professional consulting and other external professional activities is required. Requests for approval should be directed to the dean or designee.

Professional consulting and other external professional activities, whether paid or unpaid, may be undertaken only when it is assured that all responsibilities associated with the individual's position are fully satisfied and will continue to be met. Ordinarily, these activities shall be undertaken only when their performance gives promise of enhancing professional standing of the individual or contributing to the fulfillment of the mission of the institution.

Each faculty member must provide a report for each semester indicating all outside professional consulting and external professional activities provided. These forms must be signed by the faculty member and responsible administrator.

II. INTERNAL

UMB does not have a policy which specifically addresses consulting or professional services rendered within the System.