

**APPROVAL FOR PROFESSIONAL ACTIVITIES
IN ADDITION TO THE REGULAR UNIVERSITY ASSIGNMENT:
B. CONSULTING**

Date _____

The approvals indicated below are to be obtained by faculty prior to beginning the work described. This ensures coordination of regular BYU responsibilities with additional activity. See back of form for instructions.

Name _____ Department _____ Campus Address & Phone _____

1. Period of involvement during the current academic year (Sept. - Aug): From _____ to _____

2. Time Arrangements

a) Project 1

_____ Days or fractions of days per month consulting
_____ Total days requested for consulting during this academic year (Sept. - Aug.)
Sponsor _____

b) Project 2

_____ Days or fractions of days per month consulting
_____ Total days requested for consulting during this academic year (Sept. - Aug.)
Sponsor _____

c) Project 3

_____ Days or fractions of days per month consulting
_____ Total days requested for consulting during this academic year (Sept. - Aug.)
Sponsor _____

Total days (or fractions) requested: _____

3. Total days (or fractions) requested to date for all other consulting activities during this academic year (Sept. - Aug): _____

4. Nature of Consulting Activity (Describe the project, your role, etc.)

5. I certify that my request complies with the provisions of university policy. If confidentiality or intellectual property agreements are involved, I have reviewed them with the Office of Technology Transfer.

Signature

Date

I have reviewed this request and approve the arrangements as described.

Department Chair _____ Date _____

Dean or Director _____ Date _____

Criteria to Be Used in Granting Approval for a Consulting Activity Are as Follows:

1. Definition of Consulting: Present policy at Brigham Young University defines consulting as an activity, generally with an independent external agency, that brings professional enrichment and benefit(financial and other) both to the consultant and the university. Thus, all off-campus compensated professional activities are included. Usually, the faculty consultant applies his or her expertise to technical or managerial problems. However, the policy indicates that clinical and professional practices and services for clients, performances in the arts, private lessons, and participation in certain popular or professional lectures, seminars, and workshops would usually also be considered to be consulting.

2. Approval of Consulting Activity: University policy requires that all consulting activities have advance approval at the department and college (or school) level. This form is to be used for that purpose. The approving administrator(s) need to ensure that such activities will not compromise the faculty members' contribution to university teaching, scholarly work, and service.

Each independent consulting arrangement requires approval.

3. Use of University Facilities: Normally, consulting activities will be performed outside the University, but sometimes university facilities such as offices, computers and other equipment, and laboratories or clinics are involved or used. Prior to obtaining approval for the consulting activity, the faculty member must arrange for both the use of the required facilities and support services and appropriate compensation for this use.

Students should not use university facilities while being paid from a consulting contract. Projects involving students must ordinarily be authorized under an external research contract handled through the Office of Research and Creative Activities.