

## IV.15 CONSULTING AND OUTSIDE WORK

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A full-time faculty appointment requires a full-time commitment to faculty responsibilities at the university. However, certain kinds of compensated outside work by faculty members can help maintain and develop their professional competence and can make available to the public certain professional services which the university and its personnel are especially qualified to perform.

Such private consulting and outside work of a professional nature, including teaching, which are not a part of the official duties of Linfield faculty shall require approval by the relevant dean (or Provost if it involves the dean). Such work should be compatible with the professional capacity of the faculty member and not interfere with regular institutional responsibilities for teaching, scholarship, and service. In addition, the following guidelines will apply:

- No engagement shall be accepted that will knowingly create a conflict of interest or be contrary to the faculty member's responsibilities to Linfield.
- Professional services that are performed as part of the faculty member's regularly assigned duties at Linfield shall not be subject to special consulting charges by the faculty member.
- In all private consultant engagements, the client shall be informed that the individual is acting as a private consultant and that the university is not the contractor nor liable for the performance of the services.
- If space, equipment, or other facilities of the university must be used in consulting, they shall be subject to prior agreement between the university and the consultant.

Consulting performed officially under the auspices of Linfield University or Linfield Research Institute (LRI) will be done on the basis of a written contract between the client and the university or LRI. Such a contract will state the nature of the work and the amount of the consultant's time required. Personal compensation will be specified on the basis of the consultant's expertise and availability. The agreement will state that institutional expenses involved in carrying out the consultation will be added to the bill. Overhead at the rate established for LRI by government audit and a 10 percent "fixed fee" will be included.

The university and LRI will follow the customary government guidelines on university faculty consultation done institutionally. For example, a faculty member employed half-time in research under a contract may not teach more than half-time, nor may the salary rate be different for research and teaching.