

# West Virginia University Outside Consulting Arrangement Approval Form

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Pursuant to the West Virginia Ethics Act and West Virginia University Board of Governors Governance Rule 1.4, all University Faculty and Non-Classified Staff must disclose and seek approval for all Consulting Arrangements.

Prior to engaging in any outside Consulting Arrangements, please complete this form and submit it to your department for approval. The form must then be approved by your Dean or Vice President. In addition, please make sure that you complete the Consulting Arrangement Annual Disclosure Form by August 31 each year.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Consulting Client or Outside Employer Name: \_\_\_\_\_

Employer Address and Contact Information: \_\_\_\_\_

\_\_\_\_\_

Description, Location, and Date of Activity Undertaking:

Estimate Time Commitment for Arrangement per week or month: \_\_\_\_\_

I certify the information contained within this form is correct and accurate, and I shall comply with the following requirements in undertaking this outside Consulting Arrangement:

- My outside Consulting Arrangement does not appear to create a Conflict of Interest or Conflict of Commitment, and will not interfere with performance of my University obligations, which I understand are my primary employment obligations.
- I shall comply fully with my obligations in the [West Virginia Ethics Act](#) and all West Virginia University Rules, Policies, and Procedures. Moreover, I understand that any approval to participate in the described activity does not supersede the requirements of the WV Ethics Act or the regulations and opinions of the Ethics Commission.
- No university facilities, equipment, personnel, or supplies, not freely available to the general public, will be used in this Consulting Arrangement unless arrangements to reimburse the university have been made in advance.
- If I am not leave eligible, my outside Consulting Arrangement will not occupy more than, on average, one working day per week of work time during the term of my appointment. If I am a leave eligible, I must take annual leave when completing any outside Consulting Arrangement during my normal working hours.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

#### ACKNOWLEDGEMENT AND APPROVAL:

Dept. Head or Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Dean or Vice President: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The Dean/VP approval is to approve faculty time away, that the faculty is using leave, and his/her duties are covered.

Note: WVU is not a party to consulting or non-disclosure agreements between faculty and external organizations and shall have no obligations or potential liability under the agreements, and its rights may not be impaired in anyway by the agreement. The university does not provide indemnity insurance for these activities.

## OUTSIDE CONSULTING ARRANGEMENTS DO'S AND DON'TS

Although not an exhaustive list, please keep in mind the following Dos and Don'ts for outside Consulting Arrangements. Please initial on the signature lines for each area before submitting.

\_\_\_\_\_ **DO** follow the West Virginia Ethics Act. The West Virginia Ethics Act requires that all state higher education employees get approval from their employer for all outside employment engaged in by the employee other than employment with, or service to, a state agency or local government agency. This form serves as the documentation of that approval.

\_\_\_\_\_ **DON'T** agree to a Consulting Arrangement that will require you to use University resources without first seeking approval and putting into place a reimbursement plan. It is expressly prohibited by the Ethics Act and University policy to use State owned resources to complete your duties under a Consulting Arrangement without a reimbursement plan.

\_\_\_\_\_ **DO** closely review any Consulting Arrangement contract provided to you by the outside entity. You are responsible for ensuring the arrangement does not violate the University's policies, state and federal law, and your professional ethics standards.

\_\_\_\_\_ **DON'T** agree, if you are a not a leave eligible employee, to any Consulting Arrangement that will, collectively, when considering all of your outside employment obligations, require you to work more than 1 day per week of your time during your appointment period.

\_\_\_\_\_ **DO** remember to take annual leave if you are a leave eligible employee engaging in a Consulting Arrangement during your normal working hours.

\_\_\_\_\_ **DON'T** forget to report all Consulting Arrangements to your department yearly.

\_\_\_\_\_ **DO** remember that Consulting Arrangements do not permit you to engage in part-time employment outside of the University if you are a full-time employee, nor are faculty permitted to provide regular instructional service to other educational institutions without first getting approval from their Dean.

\_\_\_\_\_ **DON'T** use University intellectual property, including its trademarks and logos, when engaging in Consulting Arrangements.

\_\_\_\_\_ **DO** feel free to state that you are a professor or employee of West Virginia University in your biographical information where appropriate.

\_\_\_\_\_ **DON'T** endorse a commercial product or service as part of your Consulting Arrangement.