



BOARD OF REGENTS POLICY: *Outside Consulting and Other Commitments*

SECTION I. SCOPE.

This policy applies to outside commitments of all employees of the University of Minnesota (University).

SECTION II. DEFINITIONS.

Subd. 1. Outside Commitment.

Outside commitment shall mean outside consulting or other activity, paid or unpaid, that is beyond the scope of the individual's University employment responsibilities.

Subd. 2. Outside Consulting.

Outside consulting shall mean an outside commitment that is paid professional service intended to further the interests of an outside party, regardless of whether such services are provided as an employee of the outside party, an independent contractor, a business owner, or a director or manager.

Subd. 3. Term of Appointment.

Term of appointment shall mean the duration of an individual's University employment contract, as specified in administrative policy and procedures.

SECTION III. GUIDING PRINCIPLES.

Outside commitments by University employees may be beneficial as long as they do not interfere with employment responsibilities, compete with coursework offered by the University or services offered by the employee's unit, or exceed the time limits allowable for outside consulting by eligible faculty and academic professional and administrative (P&A) employees.

SECTION IV. RULES FOR OUTSIDE COMMITMENTS.

Subd. 1. Conflict of Interest.

A potential conflict of interest resulting from an outside commitment shall be governed by Board of Regents Policy: *Individual Business or Financial Conflict of Interest* and Board of Regents Policy: *Institutional Conflict of Interest*.

Subd. 2. Restrictions.

Except under limited circumstances specified in administrative policies and procedures, the following restrictions shall apply to University employee participation in outside commitments:

- (a) University employees shall not participate in outside commitments that interfere with the performance of regular duties, or compete with coursework offered by the University or services offered by the employee's unit.
- (b) University employees, when rendering service to or cooperating with an organization outside the University, may identify their employee status, but they shall not speak, act, or make representations on behalf of the University, nor may they express institutional endorsement in relation to the outside activity.
- (c) University employees shall not use the University name, marks, or logos for advertising purposes.
- (d) University employees shall not use the official stationery of the University or give as a consulting business address any building or department name when participating in outside commitments.
- (e) University employees shall not use University personnel, equipment, or services for outside commitments in a way that depletes University resources.

Subd. 3. Communication with Public Bodies.

University employees who communicate with any public body or public official in writing or orally, shall indicate clearly whether they are speaking for themselves, as a representative of the University, or for an outside organization.

SECTION V. OUTSIDE CONSULTING.

Full-time faculty and P&A employees may conduct outside consulting. These commitments shall not exceed, on the average, one day per seven-day week during the term of the employee's appointment. Outside consulting shall be reported and approved when required according to administrative procedures for outside consulting and commitments and shall comply with all applicable University policies and procedures.

SECTION VI. IMPLEMENTATION.

The president or delegate shall maintain administrative policies and procedures to implement this policy.

REVISION HISTORY

Adopted: July 12, 2006

Supersedes: Outside Affiliations dated January 31, 1933; Outside Affiliations: Intercollegiate Athletics Staff dated September 5, 1980; and Outside Consulting, Service Activities, and Other Work dated July 9, 1982.
