

SECTION: PERSONNEL

SUBJECT: PROFESSIONAL CONSULTING AND ADDITIONAL WORKLOAD

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**Title: Professional Consulting and Additional Workload**

**Background:** Outlines policies pertaining to faculty and staff members performing consulting services.

**Point of Contact:** Provost

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Administrative Services

**Date of approval by LCSC authority:** January 7, 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** January 2016

**Summary of Major Changes incorporated in this revision to the policy:** Updated to reflect current State Board of Education policy.

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**Introduction:**

LCSC recognizes the need for faculty and staff to maintain or increase competence in their professional fields and to provide consultation for individuals or organizations. As used in this policy, “consulting” is defined to include any professional activity for which the person is paid that is external to LCSC or clearly beyond the assigned duties for which the employee is appointed and paid by LCSC. Refer to State Board of Education Policy V.O.

**Policy**

Faculty and staff on full-time appointment owe their primary employment responsibility to LCSC. They are expected to fulfill, to the best of their abilities, the responsibilities established in their respective job/ position descriptions. Full time employment requires a work effort of at least 40 hours a week. No employee is to receive additional compensation from any source for work performed as a part of his or her regular full-time LCSC employment.

1. Private Consulting

- A. When engaged in private consulting, clients must always be informed that the faculty or staff member is acting as a private consultant and that LCSC is not a party to the contract, nor liable, nor responsible for the performance thereof. Private consulting activity must be approved annually by the employee’s supervisor and the appropriate vice president after it has been determined that the proposed activity satisfies the following criteria:
  - a. It is compatible with the employee’s professional competence.

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- b. It does not constitute unfair competition with a similar LCSC service already available.
- c. It will not impair, in quality or quantity, the performance of the employee's assigned duties.
- d. It does not involve the use of any LCSC supplies, equipment, or facilities, except as provided in a current agreement.
- e. It is not contrary to LCSC's best interests.

2. Consulting Performed for LCSC

- A. Consulting services performed for LCSC as a part of the employee's regularly assigned duties are not a basis for additional compensation. Under special circumstances, with each instance subject to advance approval by the appropriate Vice President or President in the case of direct reporting units, extra compensation may be authorized for services to LCSC that are clearly beyond the employee's assigned duties and are performed outside of normal working hours.
- B. In addition, prior approval by the employee's departmental administrator must include a written statement that the work to be performed is an overload, work schedules cannot be rearranged to include the work in the employee's regular duties, and, no other qualified personnel are available to do the work as a part of their regular duties.

3. Teaching Overloads During the Regular Academic Year

- A. An LCSC employee may teach LCSC courses as an overload during the regular academic year with the written approval of his or her departmental administrator and the appropriate vice president or president in the case of direct reporting units. No teaching overload is to impose a total requirement on the employee's time that is greater than approximately one additional day a week (exclusive of periods of vacation leave or legal holidays), which is approximately equivalent to one three credit lecture course.

4. Teaching Overloads During the Summer

- A. An LCSC employee may teach LCSC courses during summer session with the written approval of his or her departmental administrator and the appropriate dean or vice president or president in the case of direct reporting units. No summer teaching load will exceed six (6) credits.

5. Procedures and Requirements

- A. Administrative approval for consulting by LCSC employees may be granted only when the proposed activity satisfies the conditions outlined above.
- B. In requesting approval, employees are to supply the following information to the departmental administrator annually on the Professional Consulting/ Conflict of Interest

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Statement; (a) an estimate of the time that will be required, (b) the subject and scope of the consulting services, (c) the extent of the use of LCSC facilities.

- C. If LCSC supplies, equipment, or facilities (other than library and assigned office space) are to be used, the consultant must enter into an official agreement with LCSC through the vice president for finance and administration.
- D. Compensation in addition to salary that is paid for service rendered through consulting performed for LCSC or overload teaching is paid through LCSC payroll system.
- E. The name "Lewis-Clark State College" is the exclusive property of LCSC and consequently should not be used in support of claims, advertisements, or the contents of any private consulting reports. LCSC stationery or letterhead may be used only for official LCSC business.