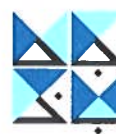




## **AC-F-02.V01: PROFESSIONAL CONSULTANCY POLICY**





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**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

### 1. PURPOSE

The purpose of this policy is to define acceptable university professional consultancy activities. It establishes time limits for members of the HBKU community to spend on professional consultancy effort.

### 2. POLICY DESCRIPTION

This policy articulates guidelines that govern professional consultancy activities by members of the HBKU community.

#### 2.1 DEFINITIONS

- **Academic members:** Any member at HBKU under academic designation include regular faculty, post docs, lab managers and research assistants. Ranks include teaching assistants, lecturers, assistant professors, associate professors, and professors.
- **Professional Consultancy:** Any professional activity where a fee-for-service or equivalent relationship with a third party exists.
- **Independent Professional Consultancy:** Any professional consultancy where an academic member does not use HBKU name or facilities.
- **Institutional Professional Consultancy:** Any professional consultancy where an academic member engages in activities initiated and or administered by the University.
- **Scholarly Communication:** Professional activities that include authorship of books, editorial, reviews, proposals, etc.

#### 2.2 POLICY STATEMENTS

1. Engagement in professional consultancy should not impact the duties, responsibilities and obligations to HBKU. Consulting work should in no way detract from the professional stature of the academic member or the reputation of the University.
2. A written approval from the College Dean before any engagement in professional consultancy is required. In the event the Dean is planning to engage in professional consultancy, the Dean must obtain a written approval from the Provost.
3. The use of any of the University facilities should be declared. Pre-approval from the custodian of the University facility is required. The University may request reimbursement for its use.
4. The University assumes no responsibility of all aspects of professional consultancy. The Consultancy agreement must include a clause indicating that the University is not liable in the consultancy activity.
5. Independent consultancy is the sole responsibility of the academic member consultant. The academic member must obtain pre-approval from the College Dean. In the event that the Dean is planning to engage in independent professional consultancy, the Dean must obtain a written approval from the Provost.





## HBKU Academic Policies Manual

6. All professional consultancy activities must not involve a conflict of interest, misuse of HBKU resources or name, infringement of Intellectual Property, and/or unauthorized disclosure of confidential HBKU information.
7. Unless permitted by written approval from the Provost, the HBKU name shall not be used in relation to any professional consultancy activity, except to describe the credentials of the academic member.
8. Full time faculty members are permitted to allocate 20% of their time or an equivalent of one working day per week on professional consultancy activities. Other academic members' consultancy days are per a written endorsement of the individual the member is reporting to and Dean's approval but should not exceed the permitted time limit imposed on full time faculty. Professional consultancy days are not cumulative. The constraint on time limit does not apply to official holidays. The consultancy time limit applies to faculty members on sabbatical leave receiving full compensation from HBKU. Faculty members are obliged to report all time spent on consultancy activities.
9. Except with an exception from the President, no independent professional consultancy shall be with any party on activities covered by agreements between these parties and HBKU.
10. Faculty members are not permitted to involve other University staff/student in professional consultancy or independent professional consultancy without a written approval of the staff/student and the College Dean.
11. All professional consultants must comply with HBKU conflict of interest, conflict of commitment and IP policies and disclose any violation or perceived violation to such policies. Violations that occur as a result of the consultancy may be reported to the disciplinary committee. The relevant office at HBKU determines the model for ownership of any possible IP that may result from the consultancy.
12. Professional consultancy that implies managerial responsibilities in for-profit organizations is not allowed.
13. Service to professional organizations such as editor of a journal or leadership of a non-for profit professional organization and analogues bodies are encouraged by HBKU.
14. Institutional consultancy is encouraged and should follow the guidelines determined in the letter of assignment.
15. Scholarly communications that may earn academic member compensation are not viewed as consultation. Articles that are produced via paid consultation services must disclose a statement to exempt the university from any liability.
16. The responsibility of adhering to the professional consultancy policy lies with the individual. Ambiguities should be resolved with the Dean before commencing the act.

### 3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

#### 3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

### 4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change





**5. ACCOMPANYING PROCEDURE**

