

# Administrative Process for Paid Consulting

Effective April 7, 2017

## Scope

Participation by faculty members of The Ohio State University in activities of government, in industry and in other private institutions generally serves the academic interests of the university. As a result of such activities, the people of Ohio benefit from the dissemination of knowledge and technology developed within the university and students benefit from experiences faculty bring to the classroom.

## Exemptions

- External professional activities that reflect normal and expected public service activities of faculty and that do not entail compensation beyond reimbursement for expenses and/or a nominal honorarium. These activities include service to governmental agencies and boards such as peer review panels and advisory bodies to other U.S. universities; presentations to either professional or public audiences in such forums as professional societies, libraries, and other U.S. universities; and peer review activities undertaken for either for-profit or nonprofit publishers.
- Health care activities that are explicitly covered by approved practice plans.

## Guidelines

Faculty members and administrators with faculty appointments are encouraged to engage in external consulting to the extent that these activities are related to the mission of the university.

As a general rule, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week or 400 hours per year. Prior approval must be obtained.

Consulting during off-duty periods is not subject to time limitations.

Under Ohio law, the university owns any intellectual property that is a "product of university research".

Before signing a consulting agreement a faculty member should contact the Office of Technology Licensing and Commercialization.

Faculty may not, in connection with paid external consulting, use the university name or the fact that they are affiliated with the university, in a manner that suggests that the university approves or disapproves of a product or service provided or suggest that the university has performed research or issued research findings when it has not done so. Faculty may not use university letterhead in connection with paid external consulting, nor use university facilities and other resources to support consulting unless permission is obtained from the TIU chair and the university is appropriately compensated. Please see the full policy at [Faculty Paid External Consulting](#).

## Procedures

- You must complete the [Paid External Consulting Form](#) (OAA form 201) PRIOR to any consulting and a separate form must be filled out for each consulting agreement. For on-going activities, a faculty member may complete a single Paid External Consulting Approval Form for that activity to cover the entire time during which the activity will take place. A new form is required if the activity continues into another fiscal year. Each non-continuing activity during a fiscal year requires a separate form.
- Paid External Consulting Forms must be approved by the Senior Associate Dean for Research. Originals will be kept in the faculty members' personnel file and electronic copies will be sent to the faculty member once approved.
- Please submit all Paid Consulting Forms to Jeanne Green ([green.516@osu.edu](mailto:green.516@osu.edu)). She will get the required signatures and process the forms.

