



University of Connecticut
Office of the Provost

Peter J. Nicholls
*Provost & Executive
Vice President
for Academic Affairs*

TO: Members of the Board of Trustees

FROM: Peter J. Nicholls, Provost and Executive Vice President for Academic Affairs
Peter J. Deckers, Executive Vice President for Health Affairs

DATE: December 4, 2007

SUBJECT: **PROCEDURES FOR IMPLEMENTATION OF UNIVERSITY
CONSULTING POLICY**

At the last Board of Trustees meeting on September 25, 2007, a revised Policy and Procedures on Consulting for Faculty and Members of the Faculty Bargaining Unit was approved. It was noted in this policy that the procedures may be revised by mutual consent of the Provost and the Executive Vice President with notification to the Board of Trustees.

The purpose of this memorandum is to notify you that the Provost and Executive Vice President have agreed on an operational procedure that will allow for more efficient processing of a certain class of consulting activities that faculty are normally expected and encouraged to engage in. Specifically, if the consulting activity is purely academic in nature and is normally expected of a faculty member as part of their professional development such as, for example, review of scholarly manuscripts, service on federal granting agency review panels, delivery of colloquia at other institutions, and such like and if the remuneration does not exceed \$500, then the Provost and Executive Vice President will delegate approval to the department head.

The faculty member will still need approval in advance from the department head who will copy such approvals to the central consulting approval office so that accurate records may be kept centrally.

All other forms of consulting will require formal approval in advance from department head, dean, and vice president.

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