



## Lehigh University Human Resources Policy

Policy Number:	312
Effective Date:	10/1/2003
Revisions:	12/1/2006
Applicability:	All Exempt and Nonexempt Staff Members

### PROFESSIONAL CONSULTING POLICY

#### **Purpose:**

Policy outlining professional consulting activities

#### **Policy:**

#### ***Introduction***

The purpose of this policy is to outline Lehigh's policy on professional consulting for classified staff members, to provide links to other University policies that may be relevant to external consulting activities by staff members, and to outline steps to establish a clear understanding of the consulting activities in relationship to an individual's responsibilities at Lehigh. A staff member's first duty and primary responsibility is to the University. A staff member is expected to meet the performance expectations of his or her position before considering external consulting activities.

#### ***Policy and Practice***

You should speak with your supervisor before making any commitments to perform professional consulting for which you receive payment. You must ensure that your consulting activities do not violate Lehigh University's policies and regulations, including in particular the Lehigh University *Policy on Conflict of Interest*. You may obtain a copy of the [Policy on Conflict of Interest](#) from the Internal Audit Office.

When you review with your supervisor any consulting activity that you are considering undertaking, you should compose a written outline of the nature and schedule of your proposed consulting. Your supervisor will review the consulting arrangements to ensure they will not adversely affect your job performance, nor violate the *Policy on Conflict of Interest* or other University policies. If the consulting arrangement requires you to take time off during your normal work schedule, the time will be charged as vacation unless arrangements are made with your supervisor to make up the lost time after normal working hours. You may be required to furnish periodic reports concerning your consulting activities to your supervisor.

Employees who engage in consulting activities must exercise caution and not use University resources such as computers and other equipment for consulting work or other work for which they receive remuneration. Caution must also be exercised in the use of materials that were developed as part of your

work at Lehigh. In general they should not be used in external consulting activities or for teaching at other colleges and universities. There may be special cases where it would be appropriate to use materials developed at Lehigh. These special cases should be discussed with your supervisor and with Human Resources so that an appropriate determination can be made. With respect to intellectual property created while engaging in consulting activities, employees should also review and comply with the Lehigh University [Policy on Intellectual Property](#).

Payment for consulting services provided to another University department are covered by the [On-Campus Professional Consulting Policy](#) if the services are provided by a member of the exempt staff or the [Extra Duty Policy](#) if the services are provided by a member of the nonexempt staff.

### ***Additional Resources***

[Sample Letter for Employees with External Consulting Practices to Disclose Information and Confirm Understanding of University Policies](#)

**Keywords:** Consulting, Conflict of Interest, Intellectual Property