



REGULATIONS ON CONSULTING AND SIMILAR ACTIVITIES BY ACADEMIC STAFF

Amended:		
Senate	May 19, 2010	Minute IIB.6
Board of Governors	May 25, 2010	Minute 9.2.4
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Full legislative history appears at the end of this document.

Preamble

In addition to the performance of normal academic duties, a member of the academic staff may respond to the needs of society outside the University. This latter service, which may or may not involve financial remuneration, is hereinafter called consulting, and may include (a) the giving of professional advice in areas of the staff member's expertise to clients whether in personal matters, industry, government or other fields; (b) lecturing to public or private groups; or (c) services related to publishing, journalism, broadcasting, artistic performances, and other similar creative activities.

The present "Regulations on Consulting" are concerned with establishing the appropriate level of outside service, so that a staff member's direct service to the University through teaching, research, and administration is assured, while the contributions made through consulting are adequately recognized.

Regulations

- 1 For the purposes of these regulations consulting by a staff member shall include all activities that are conducted on behalf of persons or bodies outside the University that fall into the area of competence related to the staff member's University appointment, that are not part of the staff member's regular academic duties in the University, and that are not part of grants or agreements between the University and outside persons or bodies.
- 2 For the purposes of these regulations the term substantial consulting refers to consulting that is so extensive as to suggest the possibility of interference with the performance of the staff member's normal academic duties. Without limiting the above, consulting activities in excess of four working days per month shall normally be considered as substantial.
- 3 It is the responsibility of staff members to initiate discussions with their chairs and deans as to whether their consulting activities are substantial.
- 4 Staff members shall not undertake substantial consulting without the written approval of their chairs and deans. The relationship of the work proposed to the staff member's area of specialization, and to their academic duties, shall be important considerations in the approval process.
- 5 If consulting involves repeated absences from the University for sustained periods of time so as to interfere with the performance of the staff member's academic duties, the staff member shall be expected to apply for a leave of absence, a reduced load, or part-time appointment.
- 6 Staff members shall obtain prior approval of any consulting commitment that will involve more than inconsequential use of University facilities, supplies, or support staff. If such approval is granted, staff members shall not use University facilities, equipment, supplies, and other services, including those rendered by the support staff, without making appropriate financial arrangements in advance.
- 7 Staff members shall report annually on their consulting activities. Such reports shall set forth the time spent, the distribution of the consulting activities through the year, the nature of the work, the allocation of time between the public and private sectors, and the identity of the clients. However, the names of clients or sponsors in situations where established professional secrecy or discretion normally prevails, will not be reported. The reports shall also include other information such as details on frequent travel, ethical issues, and periods of intense activity which may have affected the staff member's academic duties, which may be relevant to an evaluation as to whether the consulting has been of over-all benefit to the University. In addition, the individual faculties may by resolution of Faculty Council require additional information.

- 8 The reports shall be made to the chairs of the departments, who will forward this information to the deans of the faculties and to the Provost and Executive Vice-President (Academic) and Vice-President (Research and Innovation).
- 9 The reports submitted by the staff members shall be summarized in suitable form in the annual reports of departments or faculties.
- 10 If staff members wish to include information on their consulting activities in their dossiers for the consideration of tenure, promotion or statutory selection committees, the full reports submitted to the chairs shall be made available.
- 11 When consulting, staff members shall not purport to represent the University unless expressly authorized to do so by their chairs and deans.
- 12 Staff members shall not use University stationery for consulting purposes without the written approval of their chairs or deans.
- 13 Except for occasional lectures, seminars, or scholarly presentations, staff members shall not teach at other institutions without the prior written approval of their chairs and deans.
- 14 Notwithstanding the definition of consulting in Section 1, the present regulations shall be applicable in matters of copyright. Where members of the academic staff spend a substantial amount of time on activities related to the preparation of copyright items, such as books, records, films, or software items, not directly related to the performance of their academic duties, they are expected to make full disclosure of those activities to their chairs or deans. A "substantial amount of time" shall be determined by the definition of substantial consulting.
- 15 Consulting and other clinical activities undertaken by Contract Academic Staff members of the Faculty of Medicine shall be governed by the regulations and procedures of the Faculty of Medicine and its teaching hospitals.
- 16 Existing University "Regulations Governing Conflicts of Interest in Proprietary Research" shall apply to consulting.

Legislative History:		
<i>Approved:</i>		
Senate	February 26, 1986	Minute 59
Board of Governors	March 17, 1986	Minute 6053
<i>Amended:</i>		
Senate	April 4, 2001	Minute 2
Board of Governors	April 17, 2001	Minute 12
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