



## Policy

Outside Employment or Consulting Practices DCB.611

EFFECTIVE DATE: September 2008 Reviewed: February 2025

Source: [SBHE Policy Manual Section 600](#)

### Policy

The North Dakota SBHE recognizes that teaching, research, and public service are the primary responsibilities of faculty and staff members. It is, therefore, considered reasonable for employees to engage in consulting activities so long as such activities do not interfere with the employees' fulfillment of their responsibilities to the employment agency.

Consulting is defined in State Board policy as any professional activity beyond duties assigned by the institution for which an employee receives additional personal compensation.

SBHE policy states that each university, college, and other activity governed by the Board shall adopt rules governing consulting practices by faculty and staff. Dakota College at Bottineau (DCB) recognizes its responsibility to engage in teaching, research, and public service. It further recognizes that the responsibilities extend beyond the boundaries of the campus and the parameters of a normal eight-hour workday or forty-hour workweek. The primary responsibility of full-time employees is to DCB. Employees of DCB may be employed or engaged in consulting activities or other services outside of DCB employment if the consulting activity or service or other outside employment does not interfere with DCB job duties and does not constitute a conflict of interest.

- a. Employees shall not engage in consulting practices that constitute a conflict of interest.
- b. Employees shall not use facilities, equipment, and support services for other than institutional purposes unless payment is made in accordance with rates charged to commercial concerns or other outside groups or people.
- c. Employees engaging in consulting or outreach instruction shall meet with their supervisor to determine if there is a likelihood or perception the activity may interfere with or infringe upon assigned duties and/or responsibilities or constitute a conflict of interest.
- d. If employees involve students in a consulting, research, or outreach activity, authorization from the appropriate Associate Dean or Campus Dean is required.
- e. Any exceptions or deviations from this policy require permission from the appropriate Associate Dean in consultation with the Campus Dean.



## Policy Responsibilities

### Individual Employee

- Obtain prior approval, completing Notification of Business Interest before initiation of proposed consulting activity.
- Ensure that activity does not conflict with primary responsibilities.
- Ensure that the activity does not pose an actual or potential conflict of interest.
- Maintain appropriate records of consulting activities.
- Do not use DCB endorsement without consent from DCB
- Secure advance approval to use DCB equipment and make any necessary payments.

### Associate Dean

- Evaluate Notification of Business Interest requests
- Identify and resolve any actual or potential conflicts of interest.
- Review requests to determine that they meet the policies of DCB.
- Forward recommendations to the Campus Dean as appropriate.
- Ensure activities are reviewed annually.

### Campus Dean

- Review recommendations from appropriate Associate Dean
- Review any special circumstances.
- Forward recommendation to the appropriate Associate Dean for final decision.