



Policy

Outside Employment or Consulting Practices FACULTY AND STAFF
EFFECTIVE DATE: September 2008 Revised: February 2023
Source: [SBHE Policy Manual Section 600](#)

FS 607.1

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 employee's fulfillment of their responsibilities to the employing agency.

Consulting is defined in State Board policy 611.5 as any professional activity beyond duties assigned by the institution, for which an employee receives additional personal compensation.

Policy 611.5 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 beyond the parameters of a normal eight-hour workday or forty-hour work week. 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 which would 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 persons.
- 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 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 prior to initiation of proposed consulting activity.
- Ensure that activity does not conflict with primary responsibilities.
- Ensure that 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 the 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 policies of DCB.
- Forward recommendation to the Campus Dean as appropriate.
- Ensure activities are reviewed annually.

Campus Dean

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