

# Faculty Consulting



New Dean and Department Head Orientation  
Friday, August 23, 2019

John C. Volin, Vice Provost for Academic Affairs

# Faculty Consulting

## What is it?

- Consulting – providing services, advice and similar activities for compensation, based on a faculty member's professional expertise or prominence in his or her field, while not acting as a State employee.

## Why do we have rules on it?

- To be in compliance with the State of Connecticut Code of Ethics, the University's Code of Conduct, and the University's By-Laws.
- Audited each fiscal year on program compliance.

## Who do the rules apply to?

Faculty and members of the faculty bargaining unit.


# Department Head Responsibilities



- First line of review and approval
- Ensure that the consulting activity does not prevent the faculty member from carrying out their assigned duties
- Ensure that activity is not competing with UConn
- Determine if the consulting activity is based on the faculty member's professional expertise
- Submit requests to consult for your own activities

# Reviewing Requests

- Faculty Consulting requests are reviewed by Department Heads > Deans > Faculty Consulting Office > Provost's Designee
  - Except Accelerated Approvals: Department Head review only.
- All levels receive email (noreply@uconn.edu)
- Check your Dashboard
- Consider “Proxy”

## Consulting by Faculty and Members of the Faculty Bargaining Unit

Search this site... 

- Home
- Consulting Policies, Procedures, and Forms
- Submit a Request 
- Dashboard 
- Frequently Asked Questions 
- Contact Us

### Quick Links


- [Consulting Policies, Procedures, and Forms](#)
- [Training Materials, Help, and FAQs](#)
- [Reports and Audits](#)
- [State Statutes](#)
- [Consulting Management Committee](#)
- [Consulting Oversight Committee](#)


Faculty Consulting Corner

Consulting is a time honored and frequent activity of faculty throughout U.S. research universities.

The ability to consult is important in promoting recruitment and retention of faculty of the highest quality. Often, such consulting activities provide a range of benefits including fostering economic development, enhancing the reputation of the University, promoting faculty development and enhancing the faculty's ability to bring to the classroom current and relevant "real world" experiences, among others.

Consulting is an activity performed by a faculty member for compensation as a result of his/her expertise or prominence in his/her field while not acting in his/her official capacity as a State employee (i.e. in his/her own time.) The University's Laws and Bylaws prohibit faculty from consulting on "time due to the University."

[Submit a Faculty Consulting Request](#) 

[Dashboard: Review, Approve, and Reconcile Requests](#) 



### Recent News and Updates

[What is the difference between a Consulting Activity, Dual Employment, and Outside Work Performed as a State Employee?](#)

March 13, 2017

[Faculty Consulting Request Form Revisions](#)

September 30, 2016

### Storrs and Regionals Faculty Consulting Office

**Phone:** Ashley Vrabely (860-486-5630)

**E-mail:** [ashley.vrabely@uconn.edu](mailto:ashley.vrabely@uconn.edu)

### UConn Health Faculty Consulting Office

**Phone:** Scott Wetstone (860-679-4440) / Elizabeth Morrison (860) 679-7382

**E-mail:** [wetstone@uchc.edu](mailto:wetstone@uchc.edu)

# When Problems Arise

**Late Requests:** When a request to consult is submitted late (i.e., either received by the Department Head, Dean or the Faculty Consulting Office (FCO) on or after the start date of the activity, or submitted before the start date, but without sufficient time to process it. Ordinarily, at least one week lead-time is suggested.)

- **First occurrence** – letter or phone conversation explaining implications
- **Second occurrence** – letter explaining sanctions will be imposed with next occurrence
- **Third occurrence** – letter to personnel file and all remaining requests (within Fiscal Year) will be denied
- **Fourth occurrence** – Indefinite suspension of consulting permission

\*The count will reset to 0 occurrences if the faculty member goes a full fiscal year without any new occurrence.

**Sanctions will be case-by case for faculty who consult after denial of request, fail to submit a request, or other non-compliance.**

# Reconciliation

**Reconciliation** must occur by **September 15** following the close of the Fiscal Year

## **Failure to Reconcile**

- No further requests to consult will be approved until 3 months after the missing reconciliation reports are received
- A notification letter will be sent to the faculty member and his/her department head. If the faculty member doesn't complete all overdue reconciliation reports within 2 weeks of notification, permission to participate in all currently approved consulting activities will be revoked.

# Faculty Leaves

## **Types of Faculty Leaves:**

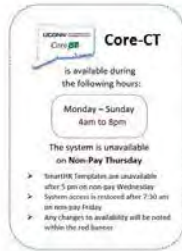
- Research Leaves (paid/unpaid)
- Personal Leaves (typically unpaid)
- Medical
- Military
- Sabbaticals



# Submitting a Leave Request

UConn Employee Self Service Portal

## Core-CT Resource Page



**Core-CT**  
is available during the following hours:  
Monday - Sunday  
A.M. to 6pm  
The system is unavailable on **Non-Pay Thursday**

- ▶ SmartHR Templates are unavailable after 5 pm on non-pay Wednesday
- ▶ System access is restored after 7:30 am on non-pay Friday
- ▶ Any changes in availability will be noted within the red banner

Can't find the answer in the Job-Aids below?



[SUBMIT A TICKET to UITS](#)

[Issues with Net ID?](#)

- [Readiness Council Members .pdf](#)
- [UConn Security Liaisons .xlsx](#)
- [Core-CT Security Request Form .xlsx](#)

## Core-CT Job Aids & Reference Material

[Smart HR](#)

[Core-CT Online Tutorials](#)

[General Core-CT](#)

[Payroll](#)

[Time and Labor](#)

[eBenefits](#)

[Leave](#)

[Human Resources](#)

# Sabbatical

- Sabbatical Eligibility – Precedence and Provost Office Interpretation of By-Laws
  - Tenure track faculty, Associate Professor rank
  - Continuous full-time service at the institution for 6 years/12 semesters
- One semester = Full Pay
- Full year = Half Pay
- Must return for one-year of active service
- One semester and year-long sabbaticals are considered full-time service
- Request reviewed by Department Head, Dean, and Office of the Provost and approved by the Board of Trustees
- Request must be made one-year prior to sabbatical period

# Contact Information

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