



BOISE STATE UNIVERSITY

University Policy 4440

Professional Research, Consulting, or Service Activities

Effective Date

July 1978

Last Revision Date

April 2016

Scope and Audience

This policy applies to all contracted employees engaging in professional research, consulting, or service activities.

Additional Authority

- Idaho State Board of Education Policy, Section V.M.
 - University Policy 1090 (Intellectual Property)
 - University Policy 1110 (Conflict of Interest and Commitment)
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1. Policy Purpose

To designate the administration of employee professional research, consulting, or service activities that are channeled through the institution wherein the employee serves as an agent of the University.

2. Policy Statement

The University recognizes the necessity for research, consulting, and service activities performed as a part of an employee's professional position. Such endeavors improve the professionalism of the employee by updating and expanding the employee's expertise or interfacing private sector

ideas with professional development. It is therefore the intent of the University to provide an atmosphere that supports research, consultation, writing, public service, and creative scholarly pursuits. To encourage such engagement, the University may allow a reduced teaching load for a faculty member or other forms of relief from regularly assigned university duties.

Any employee involved in the production of property as a result of these activities is required to refer to the Intellectual Property Policy of the Idaho State Board of Education, Governing Policies and Procedures (Section V, Subsection M), and University Policy 1090 (Intellectual Property).

3. Responsibilities and Procedures

2.1 Professional Research, Consulting, or Service Considered Part of the Employee's Regularly Assigned Duties

- a. The nature and scope of professional research, consulting, or service activities that are expected as part of the regularly assigned duties of a contracted employee of the University shall be arranged jointly by the employee and the employee's direct supervisor each academic year. In particular, any release of a faculty member from the normal teaching load of the department shall be a part of this agreement, stated in writing, and a copy of the agreement shall be filed with the college dean.
- b. Employees are not to receive supplemental compensation for research, consulting, or service activities performed as part of their regularly assigned university duties.

2.2 Professional Research, Consulting, or Service not Considered Part of the Employee's Regularly Assigned Duties

- a. These activities are administered through the University but are not considered part of the regularly assigned duties of a contracted employee of the university. For example, such activities may include sponsored research projects, special workshops and seminars, development services, and summer youth sports clinics.
- b. If the employee is functioning under a condition of work overload, under no circumstances may these activities interfere with the employee's ability to carry out their regularly assigned duties. The extent to which an employee may carry an overload shall be a matter of negotiation between the employee, the employee's direct supervisor, and the college dean.

- c. For activities that provide for compensation to personnel, the principal investigator or project director is responsible for initiating all payroll actions. The rate of pay for such activities is determined by the source of funding for the project (see Sections 2.2.1 – 2.2.3 below). Payments will be made through the University payroll system.
- d. The sources of funding and associated regulations are described below.

2.2.1 Institutionally Sponsored Projects

These projects are sponsored by the University and supported with University funds. An employee engaged in an institutionally sponsored project is subject to the rules, regulations and guidelines of the university, and the terms and conditions of the grant or contract.

2.2.2 Federally Sponsored Projects

- a. These projects are sponsored by a unit of the federal government and supported with federal funds (includes projects supported with federal flow-through funds). An employee engaged in a federally sponsored project is subject to federal and university rules, regulations and guidelines, and the terms and conditions of the grant or contract.
- b. Federal regulations generally prohibit routine payment of supplemental compensation for a fully employed employee during the academic year. However, in unusual cases where a fully employed employee consults across departments, or is involved in separate or remote operations, and the work performed by the employee is in addition to the employee's regular appointment, any charges for such work representing extra compensation above the salary are allowable if consistent with University policy and approved by the federal funding source.
- c. When not on the regular University payroll, faculty members may be paid from project sources at monthly rates not in excess of 1/9 of their current academic year salary. For employees on academic year contract who are compensated for services performed during the three summer months, summer compensation is normally equivalent to 1/3 of their academic year contract salary. Some federal agencies limit the amount of summer compensation to a maximum 2/9 of academic year salary.

2.2.3 Other Sponsored Projects

These projects are those not sponsored by the University or by a unit of the federal government, and are not supported with University or federal funds, including federal flow through funds. An employee engaged in a project of this type is subject to the rules, regulations and guidelines of the sponsor and the university, and the terms and conditions of the grant or contract

Revision History

July 1997; September 2004; April 2016