

FACULTY CONSULTANCY POLICY

Definition

Consultancy is defined as ANY professional activity **related to the faculty's field or discipline**, where a fee-for-service or equivalent relationship with a third party exists.

Rationale

Qatar University (QU) believes in the enriching interaction of faculty members with industry, business, government, and other activities and institutions of our society. Hence, **QU gives its faculty members the privilege of consultancy** because such activities can contribute to the professional development and stature of the faculty member, and thus may benefit the University as well.

Consultancy may bring various benefits for both the faculty member and the university:

Faculty benefits:

- Knowledge advancement and professional development
- Recognition for faculty in field of expertise
- Monetary reward to faculty which contributes to faculty well being
- Connection with society and impact on the community

University benefits:

- Name recognition of the University through its talented faculty
- Impact on society by transferring knowledge to practice and policy
- Potential scholarships/internships and jobs for students
- Retention of productive faculty members
- Bringing real world experience to classroom and prepare job market ready students

While **consultancy is encouraged**, it should be reserved to instances where the activity:

- Is disclosed to the university administration
- Does not interfere with full time obligations of the faculty member to QU as his/her primary employer, unless otherwise approved as a special case by QU administration
- Does not involve a conflict of interest
- Complies with relevant QU policies and procedures

Purpose

QU Faculty Consultancy Policy was developed to:

- (1) Ensure fair balance between consultancy benefits to faculty and expected university duties,
- (2) Prevent instance of conflict of interest or liability related to consultancy activities, and
- (3) Capture faculty consultancy activities as indicators of QU impact on the community.

There are two types of consultancy activities:

1. Independent faculty consultancy where the faculty member does not need the use of university name. For special cases in which the faculty consultant requires the use of the university resources, pre-approval is required and fees may apply.

2. Institutional consultancy where faculty engages in consultancy activities initiated and/or administered by the University or any of its units **[This is outside the scope of this policy]**.

This policy focuses on Independent faculty consultancy and is intended to assist faculty by defining the parameters within which consultancy is allowable and providing the necessary disclosure and reporting forms.

POLICY OUTLINE

Guidelines

- Faculty members are expected to devote their normal working time in fulfilling the mission of the University as their primary employer. Hence, consultancy work should not impact the normal and expected duties and responsibilities of the faculty consultant.
- All consultancy activities must have prior written notification to the Department head by the faculty member initiating the request and the approval of the College Dean or Center Director.
- Consultancy involving service to clients that may use university facilities and equipment should include a contingency for reimbursement endorsed by the Office of Academic Research. The latter will determine if the activity qualifies as a direct service contract with QU.
- A consultancy agreement must be based upon a written and signed contract between the client and the faculty member which must not state or imply that the University has any responsibility or liability related to faculty consultancy activities.
- Faculty consultant is fully responsible of all aspects of his/her independent consultancy, including the conduct of any associate, assistant, or other personnel as well as any unauthorized use of university equipment of resources.
- Before entering into a consultancy contract, the faculty member must determine that the contemplated consultancy activities and arrangements will not involve a conflict of interest, misuse of university resources or name, infringement of Intellectual Property, and/or unauthorized disclosure of confidential information related to University activities.
- The maximum number of consultancy days permissible for a faculty member on a full-time appointment is **one** working day per week. Consultancy days are not cumulative. The constraint on time limit does not apply to academic breaks/vacations according to QU academic calendar.
- Faculty members shall not serve as independent consultants to any parties on projects or activities covered by agreements between such organizations and Qatar University, unless a specific written waiver is granted by the VPCAO and submitted with the relevant consultancy disclosure.
- Faculty members cannot act as consultants for other QU faculty grants or contracts.
- The faculty member must inform the University (Dean and Vice President for Research) in advance and provide the details of any consultancy agreement involving assignment of rights of intellectual property to a client.
- Involvement of Postdocs, students, and other staff in the consultancy activities of a faculty member is subject to written approval of the staff's Department head and the Dean or Director to ensure that no conflict of interest exists and prevent misuse or abuse of supervisory responsibility.

Responsibilities of the faculty

Per this policy, it is the responsibility of the faculty member wishing to engage in consultancy to know and ensure that:

- a. The University is in no way a party in the consultancy agreement when a "faculty member is acting as individual/independent consultant".
- b. The University is not responsible or liable for the performance or results of the consultation.
- c. The University facilities and resources are not to be used in any consultancy activity without prior arrangements for reimbursement to the University.
- d. The University name shall not be used in relation to any consultancy activity, except to describe the credentials of a faculty member, unless permitted by written approval from the Vice President for Research.
- e. The Technology Transfer Office determines the model for ownership of any possible intellectual property that may result from the consultancy.
- f. Faculty consultant must always comply with QU conflict of interest and IP policies and disclose any potential conflict of interest.
- g. Faculty members have an obligation to report fully the level (i.e., number of days/week) of their consultancy activities.
- h. Consultancy disclosure is valid only for 1 (one) year with the option to renew on annual basis, if the disclosed consulting activity spans over a longer period.

Administrative Approval Process

The University requires that any faculty member wishing to engage in consultancy activities for pay obtain a written approval from his/her College Dean or Center Director before engaging in any consultancy activity. In cases where Dean or Director is the disclosing consultant, approval must be sought from the Vice President for Academics.

Procedures for disclosure and approval

1. Faculty member fills the **Disclosure Form** informing his/her department/unit head the **intent to engage in consultancy** activity.
2. The department/unit shall forwards the disclosure to the Dean, Center Director, or VPCAO (as applicable) with recommendation and comments.
3. The Dean, Center Director, or VPCAO approves or disapproves the request by the faculty member to engage in consultancy activities.
4. If approved, the faculty member is then free to engage in the disclosed activity within the parameters defined by this policy.

5. If denied, the faculty can appeal to Vice President for Academic Affairs (VPCAO) and accept the VPCAO's decision as final.
6. If the VPCAO sides with faculty member, the faculty member should submit the decision letter with his/her disclosure form to the Dean or Center Director and engage in the approved consultancy activity according to the parameters defined by this policy.
7. At the end of the academic year, the faculty member submits a summary report (excluding personal or confidential information) of all consultancy activities to his/her Dean or Center Director. The Dean or Director shall submit to the VPCAO a summary of all reports submitted by faculty consultants.
8. The University is free to use anonymous and aggregated data from consultancy disclosures in its performance reporting.

Reward for disclosure and reporting

Besides the monetary and professional reward that a faculty consultant gets from engaging in consultancy, QU colleges and Centers shall recognize faculty "consultancy" in the annual appraisal as a distinct category under community service for which the faculty consultant is rated.

In addition, the faculty member's **disclosed and approved consultancy** may be taken into account in the arrangement of his/her teaching schedule, meetings, and other service functions at the college or department but must not adversely affect teaching and other duties.

Failure to Comply with the present Policy

Faculty members are to know that in cases of policy violations, the college Deans or Center Directors are to review the suspected policy violations and make appropriate determinations and recommendations. In the case of a serious violation, the Dean or Center Director should refer the case to University's Professional Conduct Committee for appropriate action.

Forms

1. Disclosure and approval form (Use attached form)
2. Reporting form- Summary of consultancy activities (Use attached form)