


## MEMORANDUM

**DATE:** February 2, 2010

**TO:** VUSE Faculty

**FROM:** Kenneth F. Galloway   
Dean of the School of Engineering and  
Professor of Electrical Engineering

**RE:** Consulting

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A **conflict of commitment** relates to an individual's distribution of effort between a University appointment, obligation, and commitment and external professionally related or personal activities. It is the policy of the University that all faculty members are expected to devote their primary professional loyalty, time, and energy to their University duties. External activities must be arranged so as not to interfere with the primary commitments. External activities conducted by a faculty member should be of such nature as to improve effectiveness as a teacher or contribute to scholarly attainments, or should in some manner serve the interests of the University or of the community.

Consulting is often the primary external activity undertaken by faculty in the School of Engineering. In order to insure that an individual's external consulting abides by the conditions outlined in the *Faculty Manual* and does not exceed the maximum time allowed for external consulting, faculty members of the School of Engineering must disclose **in advance** their proposed external consulting activities. The Dean of the School of Engineering and the individual's department chair must be informed prior to beginning external consulting work. This is accomplished by completing the School of Engineering's *Notice of Intent to Consult* (copy attached).

In some cases, external consulting work may appear to create a **conflict of interest** for the individual. If the *Notice of Intent to Consult* indicates there may be a potential conflict of interest additional information will be requested. Potential conflict of interest disclosures must be sufficiently detailed to allow accurate and objective evaluation prior to making commitments or initiating activities that could potentially create conflicts of interest.

In addition to the advance disclosure described above, all members of the University community are required to provide a disclosure of situations or relationships that create or have the appearance of creating a conflict of interest upon initial employment and **annually** thereafter. Updated disclosures must also be provided throughout the year if changes in circumstances arise that either (a) create a new conflict of interest or (b) change or eliminate a conflict of interest previously disclosed.

Thank you in advance for your attention and compliance with these important policies and procedures. Vanderbilt University is committed to following and enforcing its conflict of interest and commitment policies.

Cc: Dean Cook  
Dean Harrison



**Vanderbilt University School of Engineering  
Notice of Intent to Consult**

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In accordance with University policy on consulting practice as set forth in the Faculty Manual, I am informing my department chair and the Dean of my intent to consult for the following client:

Client Name \_\_\_\_\_

Location \_\_\_\_\_

Estimated Number of Days \_\_\_\_\_

University equipment to be used which is included in established service centers:

NOTE: Only equipment that is part of an established service/recharge center may be used in consulting.

Consultant will be assessed a usage charge.

I also agree to compensate the department for use of these University resources in performance of this work.

To comply with the Faculty Manual, the description given here is an accurate representation of the nature of the consulting work to be done:

If additional consulting work is undertaken, I will file another Notice of Intent to Consult with my department chair:

I understand the definition and limitations on consulting practice as set forth in the Faculty Manual, the maximum time allocation permitted of 40 days during the academic year (including holidays), and the expectation that my primary employment loyalty and obligation is to the University. I further understand that, within the policy, the School of Engineering encourages professional consulting activity on the part of its faculty members, so long as it does not interfere with performance of their regular duties on campus.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Noted by: Chair \_\_\_\_\_

Noted by: Dean \_\_\_\_\_