

POLICY ON CONSULTING

Definition

Consultation is defined as services performed for organizations or individuals for which remuneration is received in addition to a faculty member's institutional salary. Included are professional services rendered for business, industry, private individuals, government, other academic institutions, or foundations. Time committed to the EVMS MG program is not considered to be consultation services.

Applicability

This policy shall be applicable to all full-time salaried faculty members of EVMS.

Introduction

In general, reasonable consultation activities are mutually advantageous to the institution and the faculty member, since they encourage the faculty to remain professionally competent and up-to-date. However, the advantages to the institution and faculty accrue only to the extent that time devoted to consultation activities does not impinge upon the ability of the faculty member to successfully carry out his or her institutional and departmental responsibilities, and when the consultation activity does not involve any potential conflict of interest with such responsibilities.

Classification of Consultation Activities

Consultation may be classified into several types of activities, each of which should be considered individually.

1. Faculty Related Consultation Activities:

- a. The presentation of lectures, seminars, research reviews, etc. to groups associated with EVMS is considered to be an integral part of the normal responsibility of the faculty. Honoraria, if any, associated with such activities shall be transferred to the appropriate Chair's Fund, less any applicable travel reimbursement or, in the case of members of EVMS MG, in accordance with EVMS MG by-laws.
- b. The presentation of lectures, seminars, research reviews, etc., to groups at other institutions is an appropriate faculty-related activity. Honoraria associated with such presentations shall be retained by the faculty member.
- c. The participation of faculty members on research review panels, study sections, regulatory boards, etc., for governments or foundations (e.g., the American Cancer Society), is also considered an appropriate faculty-related activity. Honoraria associated with such participation shall be retained by the faculty member.

2. Private Consultation Activities:

- a. Other consultation services provided by faculty members to businesses, individuals, other institutions, government agencies, etc., on an hourly, per diem, contractual or other fee

basis are considered to be private consultation activities. It will ordinarily be deemed appropriate for faculty members to devote not more than twenty (20) days per year to these activities with approval of the faculty member's Department Chair of the School of Medicine or VPDSHP. Additional time devoted to private consulting activities may be appropriate in unusual circumstances but only with the prior approval of the Department Chair of the School of Medicine or VPDSHP and the President, Provost and Dean of the School of Medicine. Fees received in connection with private consulting activities will ordinarily be retained by the faculty member. Department Chairs of the School of Medicine or VPDSHP shall maintain an accurate record of the time that each faculty member of the department devotes to private consultation activities.

- b. Eastern Virginia Medical School assumes no responsibility for private consulting services rendered by faculty members. The faculty member must make it clear to the organization or individual to whom such services are provided that the services are private and not related to EVMS.
- c. Use of EVMS Resources:
 - i. Faculty members may not commit institutional materials or supplies, facilities, library resources, or personnel for use in private consulting activities.
 - ii. Permission to use institutional facilities or other resources may be granted to a faculty member by the President, Provost and Dean of the School of Medicine, but only under the following conditions: (1) evidence that the work of such faculty member will make a significant contribution to the educational effort of the institution, (2) the initial period of such work will not exceed one year, and (3) the renewal period of such work will not exceed two years.
 - iii. In instances where a faculty member is granted permission to use facilities or other resources of EVMS in order to carry out consulting activities, the appropriate disposition of applicable fees shall be decided by the Department Chair of the School of Medicine or VPDSHP and President, Provost and Dean of the School of Medicine after discussions with the faculty member.