

## Faculty External Consulting Process and Instructions

**All external consulting *must be APPROVED* prior to work being completed by School Director and College Dean**

**<http://ehe.osu.edu/edtl/resources/>**

**\*\*Form can be found by clicking on the following link:**

**[http://oaa.osu.edu/documents/Form201\\_000.pdf](http://oaa.osu.edu/documents/Form201_000.pdf) \*\***

**External Consulting** is any outside compensated consulting arrangements related to a faculty member's professional expertise, including those undertaken during off duty quarters.

Activities should not exceed one business day per week; QOD is not subject to time limitations, but does require completion and approval of consulting form.

Absences resulting from consulting require prior approval on the OSU Application for Leave Form (<http://ehe.osu.edu/edtl/resources/>) in addition to consulting form.

Any damages or claims for damages to which may arise during the consulting are the individual's personal responsibility

### **Faculty Responsibilities:**

- Name
- Home Department
- College
- Campus
- Person/Firm/Agency Receiving Services
- Description of Services Provided
- Dates (Do NOT cross Fiscal year)
- Hours Spent (Weekly & Annual Total)
- Check Yes or No to the Question Regarding Intellectual Property
  - If YES is marked, attach a copy of the intellectual property provision in the agreement
- Check Yes or No to the Question Regarding Use of University Facilities
  - If YES, include description of required space, services, equipment, & supplies
- Include Dollar Amount of Fee's to be Paid to the University for the Use Facilities

**Turn completed form into Jacquelyn Severance, 337B Arps hall, her mailbox, 327 Arps Hall or PDF to [jseverance@ehe.osu.edu](mailto:jseverance@ehe.osu.edu) for approval and processing.**