

## Staff External Consulting Process and Instructions

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

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

**<http://hr.osu.edu/forms/staffextact.pdf> \*\***

**External Consulting** is **any work** not performed as a University employee, whether or not compensated, and presents a potential conflict of interest.

Staff members must use accrued vacation and/or leave without pay for externally compensated and/or non-compensated extramural activities occurring during designated work time. The following are a few examples of a compensated service:

- Providing services to a corporation, business, or industry as an individual officer, director, owner, agent, consultant, or staff member.
- Providing services to a school system, educational institution, or governmental agency as a scheduled lecturer, consultant, or staff member.
- Providing services to a private foundation or professional or trade association as a consultant, officer, director, or staff member.

**Staff Responsibilities-** Complete the following sections entirely:

- Name
- Date
- OSU Department
- External Organization Name
- Activity
- Dates of Activity
- Hours of Activity
- Description of Involvement
- Check either Compensated or Non-Compensated
- All Yes or No Questions marked completed

**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.**