

# **Consultancy Policy QUSIT**

## **Definition**

Consultancy is a mixture of services of the experts provided for professional advice to the third party for a fee to facilitate access to industry specific specialists and subject matter expertise.

## **Rationale**

To live up to our strongest belief of meaningful interaction of faculty members with industry, business, government, non government organizations and other activities and institutions of our society, Qurtuba University gives its faculty members the opportunity of consultancy because such activities can contribute to the professional development and recognition 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:

## **Purpose**

The purpose of this consultancy policy is to develop good professional linkage with industry, business, government, non government organizations and educational institutions through specialized services for mutual interests which lead to bilateral development with a favorable impact on society.

## **Faculty benefits**

- Knowledge advancement and professional development
- Recognition for faculty in their relevant field of expertise
- Monetary reward to faculty which serves the well being of faculty as well.
- Develop strong linkage with society for favorable impact on the community

## **University benefits**

Recognition of the University through its state of the art consultancy services.

- Social development through knowledge dissemination to practice and policy

- Potential scholarships/internships and jobs for students
- Retention of productive faculty members
- Business practitioners reach out to classroom set up help groom students for job market.
- Faculty demonstrates ownership in their duties.

### **Principles of Consultancy**

- Prior approval of the university administration must be sought.
- Does not interfere with full time obligations of the faculty member.
- Does not involve a conflict of interest
- Complies with relevant university policies and procedures

### **Procedure**

#### **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 Pro Vice Chancellor by the faculty member initiating the request followed by his approval.
- 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 month. The constraint on time limit does not apply to academic breaks/vacations according to university academic calendar.
- Faculty members shall not serve as independent consultants to any parties on projects or activities covered by agreements between such organizations and Qurtuba University.
- The faculty member must inform the University in advance and provide the details of any consultancy agreement involving assignment of rights of intellectual property to a client.

### **Responsibilities of the faculty**

- a. The University would not be used as a platform for consultancy services in case 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 through a written approval by the Pro Vice Chancellor..
- e. Faculty consultant must always comply with university conflict of interest and IP policies and disclose any potential conflict of interest.
- f. Faculty members have an obligation to report fully the level (i.e., number of days/week) of their consultancy activities.

### **Administrative Approval Process**

The University requires that any faculty member wishing to engage in consultancy activities for pay must obtain a written approval from university Pro Vice Chancellor before engaging in any consultancy activity.

## **Consultancy Proposal and approval**

1. Faculty member fills the **Proposal Form** informing his/her Department Coordinator for the prospect consultancy.
2. The Department Coordinator shall forward the proposal request to Pro Vice Chancellor with recommendation and comments.
3. Pro Vice Chancellor 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 proposed activity within the parameters defined by this policy.
5. At the end of every consultancy service delivered, the faculty member submits a summary report of all consultancy activities to his/her Department Coordinator and he/she will further submit to the Pro Vice Chancellor of the university.
6. 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 member gets from engaging in consultancy, university shall recognize them instantly and annually through rewards but at the same time it would be ensured that these assignments are not affecting negatively the routine teaching and research duties of the faculty.

## **Non Compliance of the Policy**

Faculty members are to demonstrate full compliance on the policy at every level. Cases of non compliance would be reported, documented, enquired and decided for appropriate recommendations to the conduct committee of the university.

## **Forms**

1. Consultancy Proposal and approval form (Use attached form)
2. Consultancy \*-Reporting form-Summary of consultancy activities (Use attached form)