

**University Handbook Changes – Section D40, Consulting Days**  
**Proposed by University Administration on August 30, 2007**  
**Approved by the Faculty Affairs Committee on October 6, 2007**  
**Approved by Faculty Senate on January 15, 2008**

Proposed change: Increase the number of consulting days from two to four.

**D40** Faculty members ~~are encouraged to~~ and unclassified professionals may accept outside consulting assignments that support professional growth, as long as the assignments do not interfere with the effective discharge of university responsibilities. Faculty members and unclassified professionals who perform consulting services outside the university must obtain prior approval of ~~their department head, and dean.~~ the appropriate administrators, e.g. department head and dean. Such outside activities are to be reported in writing on the consulting request form for inclusion in personnel files kept in the office of the appropriate administrators ~~department head and dean~~ and in the provost's office. For faculty members only, personal, professional activities that occur within a single 24-hour period need not have prior approval but must be reported annually in writing on the Annual Declaration and Disclosure form. Normally, faculty members and unclassified professionals are allowed ~~two~~ four working days per month on the average to participate in consulting activities. Regular instructional service to other educational institutions while fulfilling contractual responsibilities to K-State normally is not considered an appropriate consulting activity (See K-State Policy on Conflict of Interest and Conflict of Time Commitment, Appendix S).

Rationale: This increase in allowable consulting time is consistent with what many other research institutions allow and will complement recent discussions relative to entrepreneurial activities.