Consulting Guidelines

Public Service and Outreach (PSO) faculty occasionally engage in consulting activities. Below are guidelines that must be followed prior to entering into any consulting agreement or activity.

**Scope**
Since the entire State of Georgia is the campus for Public Service & Outreach faculty, consulting activities must be restricted to out-of-state clients. Exceptions to this policy must be approved by the unit administrator (e.g., dean, director, or department head) and the vice president for public service and outreach or designated signatory. No exceptions will be granted where the potential exists for conflict of interest or the appearance of conflict of interest.

**Procedure for Prior Approval**
Public Service & Outreach faculty desiring to provide services for a fee to be paid directly or indirectly to the faculty member must obtain prior approval from the unit administrator (e.g., dean, director, or department head) by completing the PSO Compensated Outside Activities Form. It is the responsibility of the unit administrator to determine if the compensated activities are in accordance with the Board of Regents Policy 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities policy. Unit administrators must also determine if the consulting activities are outside of work generally contracted by the unit. All forms must be submitted ten working days before the actual consulting days.

**Use of University Resources**
It shall be the responsibility of the University faculty member engaging in outside consulting to make it clear to the client that the consultant does not represent the University of Georgia in the performance of the work. Use of University equipment, computers, or any University resources including letterhead or logo on any document related to the consulting activity is prohibited without proper authorization.

**Responsibilities:**
Responsible University Unit: Public Service and Outreach
Policy Owner: ovppso@uga.edu
Policy Contact: Senior Director of PSO Fiscal Affairs
Phone Number: 706-542-7854

Date Issued:
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