

TO: Tenured/Tenure-Track Faculty
FROM: Lawrence P. Frank, Provost
DATE: August 31, 2011
RE: University Faculty Research and Consulting Act (110 ILCS 100/0.01)

In accordance with the requirements of Illinois Compiled Statutes, ch.110, section 100/1, no full-time member of the faculty of any State-supported institution of higher learning may undertake, contract for or accept anything of value in return for research or consulting services for any person (except federal, state, or local governments) other than that institution on whose faculty s/he serves unless (a) s/he has the **prior** written approval of the President or specified designee, and (b) s/he submits annually a statement of the amount of actual time s/he has spent on such outside research or consulting services.

Prior approval by the Provost as the President's designee of contracts for outside research or services is obtained normally through the University's grant and contract application processes administered by the Director of the Office of Sponsored Programs. However, if you are planning any outside research or consulting services during the 2011-2012 academic year which would not be subject to these processes, please complete the attached Request for Approval of Outside Research and Consulting Services form and return it to the Office of Academic Affairs **prior** to undertaking any such activity. **Because the University Faculty Research and Consulting Act requires that approval be granted prior to the proposed activity, any requests filed after the outside research or consulting has begun will not be approved.** In addition, if you were engaged in these specified activities (regardless of how prior approval was given) during the 2008-2009 academic year, please assure that you have completed the attached Annual Reporting Statement form and return it to the Office of Academic Affairs on or before October 1, 2011.

In addition to the above, Articles 23.01 (and 23.09) and 23.15 of the Faculty Agreement also state the following:

- 23.01 The professional obligation of a Teaching Professional (and Resource Professional) Professional is composed of assigned duties and activities including engaging in Teaching (and/or) primary duty, research/creative activity, service and professional development, as well as maintaining disciplinary currency.
- 23.15 An Employee's performance of professional obligations to the University as specified in this Article on Responsibilities and Assignment of Duties, in the approved criteria for evaluation, and in terms of this Collective Bargaining Agreement, is primary and shall be given priority over any outside employment. Participation by faculty members in external research and consulting that enhances their professional skills or constitutes public service are beneficial to the University as well as to the individual as long as these activities do not interfere with the individual's primary University responsibilities and assignment of duties.

c: President
College Deans
Department Chairs

REQUEST FOR APPROVAL OF OUTSIDE RESEARCH OR CONSULTING SERVICES

(110 ILCS 100/0.1) CHECK: () Research () Consulting Services

This form is to be used by faculty members requesting written approval of the Provost **before** undertaking outside research or consulting under the requirements of 110 ILCS 100/0.01. In accordance therewith, each full-time faculty employee must obtain the **prior** written approval of the President (or designee) **before** undertaking, contracting for, or accepting anything of value for research or consulting services from any person or organization (except federal, state, or local governments) other than the University. An estimate of the amount of time which will be involved, and an annual statement of the time actually spent on such outside employment, must be submitted to the Provost.

FACULTY MEMBER INFORMATION

Name _____ Rank _____

Department _____ College _____

University Employment Period: () Academic Year () 12 Months

PROPOSED ACTIVITY

Identity of Activity _____

Location _____

Duration of Research or Consultation Services: From _____ To _____

ANTICIPATED TIME INVOLVED

Total number of days (hours) per month: _____ Total number of days (hours) per year: _____

Signature of Faculty Member _____ Date _____

Faculty member: Submit this form to your Department Chair for review.

Department Chair _____ Date _____

Dean _____ Date _____

Dean: Submit this form to the Office of Academic Affairs. Copies of approved forms will be returned to the faculty member, Department Chair and Dean.

Provost _____ Date _____

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OUTSIDE EMPLOYMENT
(Faculty Agreement)

An Employee's performance of professional obligations to the University shall be given priority over any outside employment as specified in Articles 23.01/23.09 and 23.15. Approval of this request is for purposes of compliance with 110 ILCS 100/0.01 only and does not constitute a determination by this University that an employee has fulfilled the requirements of Article 23.01/23.09 and 23.15 of the Faculty Agreement.

ANNUAL REPORTING STATEMENT 2010-2011 Academic Year

TIME REPORT FOR APPROVED OUTSIDE RESEARCH OR CONSULTING

Check: Research Consulting Services

This form is used by faculty members to report time actually spent in fulfilling approved research or consulting activity in compliance with the statutory requirements set forth in 110 ILCS 100/0.01.

FACULTY MEMBER INFORMATION

Name _____ Rank _____

Department _____ College _____

University Employment Period: Academic Year 12 Months

ACTIVITY

Identity of Activity

Location

Duration of Services:

From _____ To _____

ACTUAL TIME SPENT

Total Number of Days (hours) spent per month: _____

Total Number of Days (hours) spent per year _____

Signature of Faculty Member _____ Date _____

OUTSIDE EMPLOYMENT
(Faculty Agreement)

An Employee's performance of professional obligations to the University shall be given priority over any outside employment as specified in Articles 23.01/23.09 and 23.15.

If you have not already completed this for the last year, please submit this completed form to the Office of Academic Affairs by October 1, 2011.

