

Connecticut State Colleges and Universities
Manchester Community College**Reporting of Faculty Consulting and Research with
Public or Private Entities Compliance Form****Procedure:**

1. This form must be submitted by full-time faculty members for review by MCC's President and Dean of Academic Affairs prior to engaging in any outside consulting or research that involves compensation, in accordance with Board of Regents policy issued 10/20/16.
2. Part-time faculty, per the "Administrative Protocol Regarding Treatment of Part-Time Faculty Members Specific to BOR Policy: Consulting and Research with Private and Public Entities", are not required to complete the Compliance Form, but can if they wish to obtain prior approval.
3. A copy of this form indicating whether the outside activity is "in compliance" or "not in compliance" shall be returned to the faculty member. An appeal process is contained on Page 2 of this form.
4. A copy of this form shall be placed in the faculty member's personnel file.
5. Please refer to the "Procedures for Faculty Consulting and Research with Public or Private Entities Requests" for instructions on completing and submitting this compliance form.

Name: _____**Academic Rank & Discipline:** _____**Department:** _____

Pursuant to the 2016 Guide to the Code of Ethics for Public Officials and State Employees, state employees "may not utilize state time, materials or personnel in completing tasks for outside employment."

Name of Public/Private Entity: _____**Dates of Engagement:** _____ to _____**Description of Consulting or Research Activity and State Resources Being Utilized (attach additional pages if necessary):**

_____**Faculty Member's Signature:** _____ **Date:** _____

Approvals: Yes or No (circle one) In Compliance/Not In Compliance****If Not in Compliance, reasons:** _____

President, Dean of Academic Affairs or Designee Signature Date Recommend

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**Appeal Process for Negative Decision on the
Compliance Form for Reporting of Consulting or Research
with Outside Public or Private Entity**

1. A faculty member may appeal, in writing, to the BOR Vice President for Human Resources within ten (10) calendar days upon receiving written notice that the outside work was not in compliance.
2. The faculty member shall receive a written response from the BOR Vice President for Human Resources within ten (10) calendar days stating the reasons for the decision.
3. Should the faculty member disagree with the decision of the BOR Vice President for Human Resources, the matter will be submitted to the Office of State Ethics within ten (10) calendar days from the day the faculty member receives the response. The BOR Vice President for Human Resources may elect to submit the matter directly to the Office of State Ethics for its opinion. This election by the BOR Vice President for Human Resources would satisfy the obligation to respond as stated in paragraph #2.
4. The determination by the Office of State Ethics shall be final and not subject to the grievance procedure.