

DRAFT

TO: Auburn Faculty and Administration

FROM: Mary Ellen Mazey, Provost

SUBJECT: Consulting Policy

Over the past three months I have worked with faculty leadership in the University Senate to clarify the consulting policy in the *Faculty Handbook*. Based upon our conversations, we have agreed that the “acceptable limit on consulting activities should be the equivalent of an average of one day per work week during a given semester which includes a faculty member’s full-time appointment unless additional time for these activities is approved by the Provost.” Full-time faculty members may be allowed to consult and/or be involved in appropriate continuing education and public service activities with prior written consent of their department head/chair and dean. The approved form will be submitted to the Provost’s office for record keeping purposes. Final reporting on all consulting activities shall be included as part of the faculty member’s annual report and faculty member evaluations conducted by the unit head.

At this time it is our intention to have the consulting approval form available online for a faculty member to submit to obtain prior approval for the activity. I appreciate your cooperation as we implement this consulting policy, and if you have any questions, please contact me.