

**Connecticut State Colleges and Universities
Housatonic Community College
Compliance Form
Reporting of Research or Consulting with Outside Public or Private Entity**

Procedure:

1. This form must be submitted by full-time/part time faculty members for review by the President, or designee, prior to engaging in any outside consulting or research that involves compensation, in accordance with BOR policy approved 11/21/13.
2. 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.
3. A copy of this form shall be placed in the faculty member’s personnel file.
4. For additional information on completing the form please see Procedure for Reporting of Research or Consulting with Outside Public or Private Entity.

Member’s Name: _____

Academic Rank & Discipline: _____

Department: _____

Description of Consulting Service or Research Project (attach additional pages if needed):

Dates of Engagement: _____ to _____ **Total Expected Hours of Activity:** _____

Description of State Resources Being Utilized:

Member’s Signature: _____ **Date:** _____

Approvals:

Dean of Academics’ Signature

Date

Recommend (Yes or No)

President’s Signature

Date

In Compliance/ Not in Compliance

**Appeal Process for Negative Decision on
The Compliance Form for
Reporting of Research or Consulting 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.

Research/Consulting

Revised July 8, 2015