

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 8

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: Employment, Consulting, Outside Research, & Professional Activities

State law passed by the legislature in 1969 (H.B.#98) requires all faculty in state-supported institutions of higher education to obtain institutional approval prior to accepting outside research or consulting assignments. In November 1970 the Board of Governors of State Colleges and Universities approved a policy on outside gainful activities in the areas of "teaching, research, consulting or like professional activities" which should be reported to the president or her/his designee.

The University recognizes the professional status of the administrative and academic (faculty) officers within its institutions. Therefore, it permits extra professional activities, directly related to individual expertise, by these officers which contribute to individual and institutional development and/or address needed larger community service if such activities do not interfere with the specific contractual responsibilities of the individuals involved.

State law (110 ILCS 100/1-3) establishes certain guidelines concerning contracting for or accepting anything of value in return for research or consulting services. In addition, the Board of Governors Universities sets forth policies concerning outside gainful professional employment of the faculty and administrative staff of its several institution.

1. To insure a proper accounting of all activities and the assurance of a high level of maintenance of essential institutional services, all activities not under the aegis of the institution in the areas of teaching, research, consulting or like professional activities shall be reported to the president or her/his designee.
2. Compensation for such activities wherein funds do not flow through the college or university shall be of concern only to the parties involved.
3. Compensation for activities wherein the college or university acts as the fiscal agent shall be within the framework of existing salary policy since these activities shall be considered part of the total institutional program. If for temporary institutional or individual reasons an overload occurs, then additional compensation may be provided in proportion to the overload; however, such a practice is not encouraged unless absolutely necessary and in no case shall payment exceed established guidelines.