



611.5 - Consulting and Public Service Policy Procedure

Purpose:

The purpose of this policy procedure is to operationalize Bismarck State College's policy 611.5 Consulting and Public Service.

Procedure:

1. Individual Employee
 - a. Obtain prior approval, completing Consulting Authorization Request form prior to initiation of consulting activity.
 - b. Ensure that activity does not conflict with primary responsibilities.
 - c. Ensure that activity does not pose an actual or potential conflict-of-interest.
 - d. Maintain appropriate records of consulting activities.
 - e. Do not use College endorsement without prior endorsement by the College.
 - f. Secure advance approval to use College equipment and make any necessary payments.
2. Assistant Dean/Supervisor
 - a. Evaluate all Consulting Authorization Requests.
 - b. Identify and resolve any actual or potential conflicts-of interest.
 - c. Review requests to determine that they meet policies of the College.
 - d. Forward recommendation to the Dean or Vice President as appropriate.
 - e. Ensure activities are reviewed annually.
3. Dean/Director
 - a. Review recommendation from Assistant Dean/Supervisor.
 - b. Review any special circumstances.
 - c. Forward recommendation to the appropriate Vice President for final approval.

References:

NDUS Policy: 611.05 [Employee Responsibilities and Activities Outside Employment or Consulting Practices Use of Institution Property.docx \(sharepoint.com\)](#)

ND SBHE Policy 308.3 [Political Activities.docx \(sharepoint.com\)](#)

BSC 308.3 Political Activities Policy



History of This Policy Procedure:

Reviewed by Campus Council on October 11th, 2023, and reviewed by the Executive Council on October 18th, 2023, and approved by the President on November 16th, 2023.