

611.5 - Consulting and Public Service

Purpose:

The purpose of this policy is to establish Bismarck State College's policy to address consulting and public service.

Policy:

The North Dakota State Board of Higher Education recognizes that teaching, research, and public service are the primary responsibilities of faculty and staff members. It is, therefore, considered reasonable for employees of the Board to engage in consulting activities so long as such activities do not interfere with the employee's fulfillment of his or her responsibilities to the employing agency.

Bismarck State College recognizes its responsibility to engage in teaching, research, and public service. It further recognizes that the responsibilities extend beyond the boundaries of the campus and beyond the parameters of a normal eight-hour workday or forty-hour work week. The primary responsibility of employees is to BSC, and personnel must not engage in consulting for remuneration when such activity is in competition with BSC or its services.

Rules for Bismarck State College Employees:

1. No employee shall engage in consulting practices which would constitute a conflict of interest.
2. Facilities, equipment and support services shall not be used for other than institutional purposes unless payment is made in accordance with rates charged to commercial concerns or other outside groups or persons.
3. Employees engaging in consulting or outreach instruction must obtain authorization from their supervisor in advance of the activity.
4. If employees involve students in a consulting, research or outreach activity, authorization from the Dean/Director of the division in which the students are enrolled is required.
5. Classified and professional staff engaging in professional consulting outside of the institution is required to take annual leave for time away from their regular work responsibilities. Flexible scheduling may be utilized in certain cases to facilitate the

consulting and also meet regular work responsibilities. Faculty may consult up to a total of five (5) teaching days per calendar year - with no more than one (1) teaching day taken in any given month. Arrangements to cover classes need to be made in advance and approved by the appropriate Academic Dean.

6. Faculty, classified, professional and administrative staff engaging in instruction and consulting administered through the Continuing Education (CE) department may have these responsibilities built into their regular workload; however, if the responsibilities are over and above their regular workload, they are entitled to negotiated payment for these services. Consulting fees should commensurate with those normally receive for the particular service(s) rendered. Absence from regular work responsibilities will be governed by rules outlined in statement #5 above.
7. Any exception or deviations from this policy require permission from the appropriate vice president in consultation with the college president.

Definitions:

Consulting: Defined in Board Policy 611.5 as any professional activity beyond duties assigned by the institution, for which an employee receives additional personal compensation.

Conflict of interest: A consulting practice that would compete with the education or services offered by the College.

References:

[SBHE Policy: 611.5 Employee Responsibilities and Activities Outside Employment or Consulting Practices; Use of Institution Property](#)

[SBHE Policy: 308.3 Political Activities](#)

[BSC Policy: 308.3 Political Activities](#)

History of This Policy:

First policy draft July 1, 1998.

Revision – January 12, 2004; July 31, 2013; October 20, 2016.

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.