

# COLORADO SCHOOL OF MINES

## Request to Engage in Professional Consulting Form

Pursuant to Section 6.4.3 of the Mines Faculty Handbook, this form is to be completed and submitted to the employee's academic department head or direct supervisor to request authorization to engage in professional consulting. These forms need to be completed and updated each academic year. Please refer to the Handbook for more information.

**The request must be submitted prior to engaging in non-professional, external commitments.** Please refer to Section 3.2 of the Academic Affairs Procedures Manual for more information.

Attach additional sheets if the space provided below is inadequate.

Employee Name: \_\_\_\_\_

CWID: \_\_\_\_\_

Department: \_\_\_\_\_

1. Name of client for whom the consulting work will be performed:

\_\_\_\_\_  
\_\_\_\_\_

2. Specifically describe the nature of the consulting work to be undertaken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please indicate the party who will be making payment for the consulting work.  
                                    directly by client                                      through Colorado School of Mines

4. During the time you plan to perform the extra Mines services, will you continue to be paid either directly by Mines or by any external funding sources for your Mines employment?  
                                    Yes                                      No

If yes, how does this not create a conflict of commitment?

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5. Projected dates of consulting work: \_\_\_\_\_  
(note the forms are for an academic year: August-July)

6. Estimated amount of time involved in performing consulting work:  
\_\_\_\_\_  
\_\_\_\_\_

7. Is absence from scheduled classes involved?                      Yes                      No

If yes, what arrangements have been made to provide class coverage?

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8. D

11. List the reasons, if applicable, why the consulting work is inappropriate to be conducted through Mines sponsored programs:

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12. Provide a statement addressing the topic of potential conflict of interest. In your response, please cover the following issues: (a) any actual or potential conflicts of interest between the consulting work and your CSM duties, (b) any actual or potential conflicts of interest between the consulting work and any endeavor conducted by Mines, or a department or subset thereof, and (c) the process by which you intend to ensure that no conflict of interest develops during the course of the consulting work:

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13. Provide a statement addressing the topic of potential conflict of commitment:

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14. Other professional consulting commitments in which I am currently engaging (if none, please state):

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Employee Name (Printed/Typed) Date

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Employee Signature Date

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Academic Department Head    Direct Supervisor Signature Date

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Academic Dean Signature    Next Level Supervisor Signature Date

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Provost Signature (needed for requests from DHs or Deans) Date