

**FACULTY AND STAFF RESEARCH AND CONSULTING ACTIVITIES**

A. Definitions

1. Research shall mean an activity which consists of designing a series of related investigations, conducting these investigations by the collection of data or information, and analyzing and reporting the results. The design of an investigation consists of recognizing and defining a problem, ascertaining the validity of the technique, and determining that the data to be collected are related to the solution of the problem. The purpose of research is to provide information for improving techniques, increasing understanding and knowledge, and corroborating the results of preliminary studies.
2. Consulting shall mean any use of professional expertise in activities external to the University, exclusive of research, in which a faculty or staff member engages for remuneration.

B. Assignment Policies

1. If a faculty or staff member engages in externally funded research or consulting activities on his or her own time in addition to performing all university-assigned duties, and if no university support or facilities are required by or given to such research or consulting activities, it is recommended that the faculty or staff member report such research or consulting activities to his or her immediate supervisor or department chair.
2. If a faculty or staff member proposes to engage in externally funded research or consulting activities in addition to performing all university-assigned duties, and if university support or facilities are required for such research or consulting activities, the faculty or staff member shall report such proposed research or consulting activities to his or her immediate supervisor or department chair. If the approval is given by the supervisor or department chair, the faculty or staff member and the supervisor or department chair shall complete a proposed statement of agreement, including a budget to be approved by the appropriate Executive Council member, to ensure that the University is reimbursed for the direct and indirect costs. The proposed statement of agreement should be presented to the Director of Sponsored Programs for further processing.
3. If a faculty or staff member is performing all university-assigned duties and participates in research or consulting activities as part of a contract into which the

University has entered with an external agency and no released time is involved, the faculty or staff member and his or her supervisor or department chair shall complete the necessary forms, if not otherwise included in the proposal, as to the compensation of the faculty or staff member for participation in such contracted activity. The compensation to be paid must be approved by the appropriate Executive Council member.

4. If a faculty or staff member is granted released time from performing regular university-assigned duties and agrees to participate in research or consulting activities as part of a contract into which the University has entered with an external agency, it shall be understood that there shall be no additional compensation given to the faculty or staff member above and beyond the normal salary for such participation in such activities unless otherwise approved by the University. Such released time must be approved by the Provost and Executive Vice President for Academic Affairs.

If the research or consulting activities last longer than the period of such released time or require additional work for completion of the project, it shall be understood that the faculty or staff member, upon approval of the project officer, may continue such participation in such activities under Section 3 until the completion of the project.

C. Operational Policies

1. Research and consulting activities shall conform and support the institution's mission, vision, and goals as a comprehensive regional university.
2. Research and consulting activities shall be in balance with faculty responsibilities.
3. Research and consulting services which require university support or supervision shall be administered by the Director of Sponsored Programs.
4. Research and consulting activities shall be conducted without undue interference from the University and other external agencies.
5. Research and consulting activities shall be viewed only as a part of the total responsibility of faculty.
6. Research and consulting activities shall be an integral part of the University's responsibility as a comprehensive regional university. All efforts will be made to obtain constant funding from the State of Alabama.

D. Adjudication of Disputes

1. Should questions or disputes from faculty concerning the interpretation or the implementation of these policies arise, such questions shall be referred to the Provost and Executive Vice President for Academic Affairs for a decision in accordance with all applicable university policies and state and federal laws and regulations.
  
2. Should questions or disputes from staff concerning the interpretation or the implementation of these policies arise, such questions shall be referred to the Vice President for Business and Financial Affairs for a decision in accordance with all applicable university policies and state and federal laws and regulations.