

Draft UVI Consultancy and Business Interest Policy

September 19, 2007

Summary

Statement of Philosophy

Embedded in the mission of the University of the Virgin Islands (“University”) is the required commitment of administrators, faculty, and staff (“University Personnel”) to devote their time and service to the University. University Personnel have a primary commitment to the duties of their position with the University and should use their best and earnest effort in fulfilling these responsibilities. However, non-exempt University Personnel may engage in consultancy activities, paid or unpaid, internal or external, that serve to enrich the learning experience and further extend the influence of the University in the community. Due care must be taken to ensure that such activities are duly approved and do not impinge on or take improper advantage of their appointment at the University.

What is the UVI Consultancy and Business Interest Policy?

- The Consultancy and Business Interest Policy provides guidelines for University Personnel to engage in consulting activities in addition to their regular workload while within the full employ of the University.

What is a Consultancy?

- *A “Consultancy” consists of the provision of services or advice by University Personnel during the term of employment contract with the University to either an internal or external party, which may be provided in exchange for money or other consideration, or for no fee at all. Consultancies must be officially approved by the appropriate Component Head and accompanied by a signed agreement between the University Personnel and the University.*

To Whom Does this Policy Apply?

- This policy applies to all University Personnel unless the provisions of a specific contract states otherwise.

What are the Conditions for Undertaking Consultancies?

- Perform all regular tasks as identified in position description.
- Apply for and receive authorization to pursue consultancy activities.
- Complete the Conflict of Interest Form.

What are the Benefits to University Personnel?

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The University of the Virgin Islands recognizes that appropriate consulting and other outside employment activities are beneficial to the University, the U. S. Virgin Islands, the Caribbean region and to University Personnel. These benefits include:

- Enhancing the knowledge, expertise and experience of University Personnel.
- Opening and expanding of contacts and communication with institutions, organizations, industrial firms, governmental agencies and individual clients.
- Assisting in maintaining awareness of “real world” conditions outside the University.
- Providing service activities that are otherwise unavailable to the community.
- Expanding the UVI tagline “Specializing in Future.”
- Providing additional income opportunities.

How much Time is allowed for Consulting?

- The amount of time allotted to University Personnel for consultancy purposes shall be determined by the Component Head through the Department Head to ensure that their full-time work responsibilities are not diminished by the consultancy.

What are the Types of Consultancies Allowed Under this Policy?

- University Related Consultancies – University facilitates consultancy, including grants, contracts or other appropriate agreements and pays University Personnel additional income, if circumstances require, on a percentage basis. Limits to earnings.
- Private Related Consultancies – University Personnel facilitates consultancy and pays university for facilities or services used. No limits to earnings.
- Private Unrelated Consultancies – University Personnel facilitates consultancy in a purely private capacity. University requires 20% of net income to be paid to the UVI Leadership Institute in lieu of time granted for consulting. No limits to earnings.

What are the Obligations to Comply?

Non-compliance with the provisions of this and any other University policy will be considered a breach of contract with the University, which may lead to disciplinary action in accordance with established University policy.