



Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
1.800.818.5501 toll free
860.343.5800 phone
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**CONNECTICUT STATE COLLEGES AND UNIVERSITIES
MIDDLESEX COMMUNITY COLLEGE**

Compliance Form for

Reporting of Research or Consulting with Outside Public or Private Entity

Procedure:

1. This form must be submitted by full-time and part time faculty members for review by the Dean of Academic Affairs and the President, prior to engaging in any outside consulting or research that involves compensation, in accordance with BOR policy approved 11/21/13.
 2. A copy of this form indicating whether the outside activity is "in compliance" or "not in compliance" shall be returned to the faculty member. An appeal process is contained on page 2 of this form.
 3. A copy of this form shall be placed in the faculty member's personnel file.
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Name: _____

Academic Rank & Discipline: _____

Department: _____

Description of Consulting Service or Research Project (attach additional pages if needed):

Pursuant to the 2011 Guide to the Code of Ethics for Public Officials and State Employees, state employees "may not utilize state time, materials or personnel in completing tasks for outside employment".

Name of Public/Private Entity: _____

Dates of Engagement: _____ **to** _____

Faculty Member's Signature: _____ **Date:** _____

Dean of Academic Affairs - (circle one): _____ **Recommend / Not Recommend**

***If Not Recommended, reasons:** _____

Dean of Academic Affairs or Designee / Signature and Date: _____

President's Authorization - (circle one): In Compliance / Not in Compliance

***If Not in Compliance, reasons:** _____

President, or designee / Signature and Date: _____



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APPEAL PROCESS

Reporting of Research or Consulting With Outside Public or Private Entity

1. A faculty member may appeal, in writing, to the BOR Vice President for Human Resources within ten (10) calendar days upon receiving written notice that the outside work was not in compliance.
2. The faculty member shall receive a written response from the BOR Vice President for Human Resources within ten (10) calendar days stating the reasons for the decision.
3. Should the faculty member disagree with the decision of the BOR Vice President for Human Resources, the matter will be submitted to the Office of State Ethics within ten (10) calendar days from the day the faculty member receives the response. The BOR Vice President for Human Resources may elect to submit the matter directly to the Office of State Ethics for its opinion. This election by the BOR Vice President for Human Resources would satisfy the obligation to respond as stated in paragraph #2.
4. The determination by the Office of State Ethics shall be final and not subject to the grievance procedure.