

3344-61-13 Consulting and extramural employment.

- (A) Request for approval. The university recognizes the value for its personnel, for the university, and for the community of the many types of consulting and other external employment experiences that enhance the professional competency of individual staff members and bring credit to those staff members and the university. As a result, external service, that may render valuable services to business, industry, government, and the professions are permitted with appropriate approval.
- (B) Written permission. Professional staff members who render professional counsel or services that fulfills a responsibility of the university to the community at large and provide valuable professional experience to the professional staff member may do so only with prior written permission and the approval of the staff member's supervisor and of the appropriate vice president or the provost. Such approval shall be forwarded to the department of human resources to be placed in the staff member's personnel file.
- (C) Conflict with university responsibilities. No professional staff member shall be permitted, without prior supervisory approval, to undertake any extramural employment during scheduled hours of employment or shall undertake any employment that shall interfere with the reasonable demands of their job at the university.
- (D) Use of university resources. Under no circumstances shall the professional staff member use the name, symbol, or address of Cleveland state university in any extramural employment agreement. University staff, facilities, equipment, and materials may be used for such purposes only with the express written consent of the university and according to explicit terms for reimbursement.

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