

WCM Conflict of Interest Guidelines: Faculty External Consulting

- External consulting agreements are direct contractual arrangements between a WCM faculty member and an external entity.
- As an alternative, faculty members can provide consulting services through a service agreement* between WCM and the external entity (but, only with departmental approval and under terms appropriate for, protective of, and for the benefit of WCM). Payments from the service agreement could be used to support that faculty member's salary or the department directly.
- Any payment made to a faculty member through an external consulting agreement is personal income and cannot be utilized by WCM to support that faculty member's salary.
- External consulting must not interfere with the faculty member's duties, and faculty members cannot provide services that are otherwise provided by WCM or the faculty member in the course of her/his usual duties. Such services include, but are not limited to, performing clinical practice and designing, executing or analyzing research experiments.
- Prior to entering into an external consulting agreement, faculty members must ensure notification and written approval of their Department Chair or Division Chief.
- External payments made to a faculty member for service on a U.S. government-sponsored or U.S. nonprofit research advisory or review panel are exempt from this policy. This includes review panels for U.S. based universities and research institutions.
- Faculty members must limit their external consulting to no more than the equivalent of one (1) 8-hour day per week.
- All external consulting agreements must incorporate a non-negotiable Addendum from WCM, which can be found [here](#). Expert witness work for court cases and educational work, such as CME, are exempted from the Addendum requirement.
- The faculty member must make clear to the external entity that the faculty member does not represent the University or WCM.
- WCM's liability insurance, including medical malpractice, will not cover the faculty member in the course of providing consulting services.
- Faculty members must disclose any external consulting agreements with WCM's Conflicts Office. The consulting work must be reported to the Conflicts Office within thirty (30) days of the faculty member entering into the consulting agreement or starting to provide services (whichever is earlier), and annually thereafter.
- For both service agreements and external consulting agreements, The Conflicts Office and the Office of External Affairs must be apprised of promotional activities for an internal review process to determine whether the faculty member's title and affiliation may be mentioned in publicity materials.

- Faculty members must adhere by all journal disclosure requirements for publications that result from external consulting.
- Faculty members may not use WCM employees or students to promote or advance external consulting.
- WCM owns the title to all potentially patentable inventions conceived of, or first reduced to practice, in whole or in part, by faculty in the course of WCM responsibilities, or with more than incidental use of WCM resources, and must assign such inventions to WCM. Faculty members do not have the authority to assign or otherwise transfer rights in any of the WCM's inventions.
- The reasonable use of WCM resources as part of consulting agreements may be permitted only after the written approval of the Department Chair. If approved, use of WCM space, equipment or other resources may be subject to service charges. Reasonable use of WCM resources means use of WCM-owned laptop/computer, printers, email, and the like. Anything beyond reasonable use requires an institutional agreement.
- Consulting for non-U.S. based entities draws heightened scrutiny by the U.S. federal government. If you receive NIH or other federal support, please contact your OSRA Grants Administrator for federal reporting requirements.
- Any exceptions to the above policy must be approved in writing by the Department Chair and WCM's Conflicts Office.

*Service agreements are contractual arrangements between WCM and an external entity to provide specific services.