




# Georgia Institute of Technology

Office of the President

## MEMORANDUM

**To:** Academic and Research Faculty Who Accrue Vacation Leave  
**From:** G. P "Bud" Peterson, President   
**Date:** August 13, 2018  
**Re:** Outside Employment Activities and Consulting Leave

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We have received additional guidance from the Office of the Chancellor regarding the USG Policy on Faculty Consulting.

When engaged in approved outside employment activities, including consulting, all individuals who accrue annual leave must report any time taken during the normal business week as annual leave (i.e. vacation). Only faculty who do not accrue annual leave may report their leave as consulting for time spent in approved outside activities, as described in [Section 5.6.5 of the Faculty Handbook](#).

Outside employment activities and consulting does not include outside activities that are normally expected of faculty members, specifically excluded are:

Publication - Scholarly communications in the form of books, movies, television productions, art works, etc. though frequently earning financial profit for a faculty member and for another party (e.g., publisher), are not viewed as consultation.

Professional Service - Service on national commissions, advisory bodies for governmental agencies and boards, granting agency peer review panels, visiting committees or advisory groups to other universities, and on analogous bodies is not considered to be Consulting. The fundamental distinction between these activities and consulting is that they are public or Institute service. Although participants may receive an honorarium or equivalent, these professional service activities are not undertaken for personal financial gain.

Questions regarding the application of this policy may be directed to the Office of Conflict of Interest Management ([coi@gatech.edu](mailto:coi@gatech.edu)).