

ZIAUDDIN UNIVERSITY

GUIDELINES, POLICIES AND PROCEDURES

Policy Title	Faculty and Staff Consultancy Policy
Policy Number	024
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Approved By	306th Academic Council
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Contact	ORIC Department

PREAMBLE:

Consultancy is professional work carried out on behalf of a third party utilizing the knowledge and expertise of a member(s) of university faculty/staff. It is the standard commercial (paid for) service for university(s) for dissemination of knowledge and creation of larger impact in society. In consultancy university(s) contribute to industry, business, and government and society for inclusive growth and solution of issues.

The university recognizes the value of its faculty undertaking consultancy:

- i. To increase academic & research competence and advancement of professional expertise of faculty/staff.
- ii. To establish consultancy links between external organizations and Ziauddin University such as research opportunities and related activities thereby helping the University in achieving its mission and objective and to transfer knowledge to contribute in business, economics and society.
- iii. Faculty/staff consultancy will bring extra income to the respective faculty member/staff.

POLICY STATEMENT:

Ziauddin University (ZU) acknowledges consultancy as a significant activity for the dissemination of ZU knowledge, expertise & research outcomes. ZU values and encourages its staff to seek consultancy opportunity(s) and undertake consultancy for outside bodies to apply ZU resources & expertise for inclusive progression of society and economy. ZU commits itself to provide support to eligible staff to facilitate consultancy projects & services, ZU has appropriate policies, procedures, and approval mechanisms in place.

This policy provides general information for undertaking consultancy work in accordance with the university's approval procedures and guidance. While consultancy is encouraged, it should be reserved to instances where the consultancy activity(s);

- i. Is/are disclosed to the Ziauddin university administration.
- ii. Does/Do not contradict with ZU obligation for that job position (academic/research/administrative as his /her primary employer, unless, otherwise approved as a special case by ZU administration.
- iii. Does/Do not involve a conflict of interest (Refer to ZU Conflict of Interest Policy).
- iv. Comply/complies with all relevant ZU policies and procedures.

Consultancy activities with Ziauddin University are often associated with other contractual relationships, including research or services contracts. Therefore, the University's policy encourages faculty to engage in consultancy services whenever appropriate and in a manner that is consistent with their contractual responsibilities

OBJECTIVE/ PURPOSE OF POLICY:

The objective of this policy is to establish a framework to support consultancy activities and services at the Ziauddin University for all faculty/staff of Ziauddin University who are involved in the conduct of a consultancy service This policy is developed to provide clear guidelines for;

- i. Selection of Consultancy activity(s) that can be undertaken by Ziauddin University staff.
- ii. Ziauddin University support and reward mechanism for staff engagement in Consultancy.
- iii. ORIC role in development and management of consultancy activity.
- iv. Policy provisions for alignment of consultancy(s) with the University's strategic and operational objectives.
- v. Assurance that consultancies undertaken by staff are consistent in nature and costs are sustainable.
- vi. Assurance of fair balance between consultancy benefits to faculty and expected university duties.
- vii. Prevents conflicts of interest or liability related to consultancy activities
- viii. Capture faculty consultancy activities as an indicator of ZU impact on the community.

TYPES OF CONSULTANCY/CONSULTANCY PROJECTS;

1. Consultancy

Consultancy utilizes the specialist skills and knowledge of university staff. In all cases the activity will bring benefits to the individual faculty/staff member, their department, Faculty and/or the

University. Where academic staff have been commissioned as an expert to comment on scientific, medical etc. and are being paid a fee for their expertise, this is classed as Consultancy.

2. Consultancy project

A standard type of Consultancy project is when a member of university staff provides professional expertise and services to a third party.

3. Technical/Facilities related Consultancy

Technical/Facilities related consultancy is where the third-party client is given access to specialist infrastructure and/or equipment owned by the University that is not widely available in the marketplace.

4. University Research Consultancy

University research consultancy where faculty engages in consultancy activities initiated and/or administered by the University or any of its units.

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may result from a tender or individual negotiation.

5. University Non-Research Consultancy

University Non-research consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee.

This would include, but not be limited to,

- i.** Routine laboratory and other testing of materials.
- ii.** Devices, products or produce;
- iii.** Analysis of data; surveys, including market and opinion surveys; quality control; field trials;
- iv.** The provision of professional advice including possible expert witness advice.
- v.** The provision of professional services such as design, legal, medical and allied health, participation in fee-paying non-award courses,
- vi.** Community service activity undertaken by members of staff for charity, community or public purposes.

6. Private/ Independent Consultancy

A faculty/staff member may undertake a private consultancy, although they are discouraged by ZU. Private Consultancy activity is where a member of university staff undertakes work in a personal capacity completely independent of the University and does not need the use of university name. For special cases in which the faculty consultant requires the use of the university resources, pre-approval is required and fees may apply.

In conducting a private consultancy, a staff member must not establish any potential conflict with their obligations to the University or undertake activities which are contrary to the interests of the University (As per ZU Conflict of Interest Policy).

No responsibility for private consultancy undertaken by a staff member shall attach to the University. None of the benefits are available to staff undertaking a private consultancy. It is the responsibility of the staff member undertaking a private consultancy to make clear to the person or body for which the private consultancy is undertaken that it is the staff member and not the University who is carrying out the work, and that the University has no responsibility or liability in the matter.

The University should be considered as principal employer and as such, staff member(s) undertaking a private consultancy are required to devote their attention and abilities to their duties and to act in the best interests of the University. Accordingly, they must not, without obtaining the written consent of the Head of department, undertake any employment which might interfere with the performance of their duties or conflict with the interests of the University. Disclosures relating to secondary income must be advised to ZU's Registrar office.

Activity Not Covered by this Consultancy Policy:

Consultancy projects are defined as distinct from activities that form part of research and other conventional academic activities. This Policy does not cover activity funded with the main aim of undertaking research. The Office of Research, Innovation and Commercialization (ORIC) can advise on how any particular activity relates to this policy. Examples of conventional academic activities that are excluded from this Policy include:

- i. Lecturing;
- ii. Research Assessment or Evaluation panel memberships;
- iii. Knowledge Transfer Partnerships (KTP's);
- iv. Refereeing and reviewing papers, books or grant applications;
- v. External Examining and Credit bearing training projects.
- vi. Traditional academic activity or to appointments as a university nominee on private or public boards where remuneration is less than Rs 1 million per year.

- vii. If remuneration for appointments as a university nominee on private or public boards exceeds Rs 1 million per calendar year then the Consultancy Policy and Procedures will apply.

Eligibility:

Subject to the approval of the concerned HoD and in accordance with the Ziauddin University's consultancy procedures: Ziauddin University staff that are capable of delivering consultancy projects are eligible to conduct consultancy work provided that the intended consultancy work stands to enhance the reputation of Ziauddin University and does not cause a conflict of interest.

- i. Academic Staff employed to manage and run University equipment and facilities are eligible to undertake consultancy projects on behalf of the University.
- ii. Professional Services Staff and Technical Staff may undertake consultancy projects only when part of an academic led team and subject to relevant HR policies.
- iii. PhD Researchers may undertake Consultancy projects giving them invaluable experience of working as a consultant on a challenging business issue, and the opportunity to apply their knowledge in the real world.
- iv. PhD researchers can work alongside their supervisor or be directed by ZU colleagues but may not lead a project.

A staff member conducting a Private Consultancy must ensure the following criteria are met:

- i. The carrying out of tasks associated with the Private Consultancy will be able to be accomplished without unduly affecting the duties of the position;
- ii. Ziauddin University is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- iii. The staff member agrees to indemnify Ziauddin University and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and the staff member declares any real or potential conflict of interest to their manager.
- iv. The use of university trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies; either:
 - a. No University personnel, students or facilities (including library resources, power, space, equipment, consumables, and telephone facilities) will be used to fulfill the requirements of the Private Consultancy, or the cost of the use of any such facility will be reimbursed under the terms of a written agreement between the staff member and the University, approved by the Competent Authority.

- b. The Private Consultancy is not within an area in which the University might be contracting to provide a service on a commercial basis, possibly utilizing the skills of the staff member involved.

Time Spent on Consultancy:

The University allows staff to engage in Research, Non-research and/or Private Consultancies provided that they do not interfere with the discharge of the staff members' responsibilities. Research and Non-research consultancies may be undertaken only with the approval of the concerned HoD and ORIC. No limit is placed on earnings but there is a limiting amount of time which may be spent on these consultancies.

S. No.	Amount of consultancy project (PKR)	Tentative* Consultancy hours per week	Tentative* Consultancy full days in a year
1.	≤1 million	4 hours	≤10 days
2.	≤ 5 million	8 hours	≤ 30 days
3.	≤10 million	12 hours	≤ 60 days
4.	> 10 million	16 hours	≤ 90 days

*Tentative only (negotiable).

Note: Max hours (as a function of staff salary) per consultancy shall not exceed 10% and 20% for Non-Research and Research consultancies respectively of Total Project Value. Ex: A Staff member drawing a salary of Rs 200,000 can utilize 80 hours on a research consultancy worth Rs 1,000,000.

Academic Staff may normally spend no greater than the equivalent of two days per week (negotiable in case of necessity) on approved Research or Non-research consultancies, with a maximum of 90 days per year. This time commitment requires the approval by the relevant Dean. A lesser time commitment may be approved if the proposed Consultancy interferes with the discharge of responsibilities.

Professional Staff must negotiate time release for each Consultancy with the designated HoD. Signed agreement for such time release is to be forwarded to the Director of Human Resources.

Consultancies exceeding the time provisions may be negotiated with HoD, Concerned Dean, ORIC and the University Leadership for special provisions. The ZU will be reimbursed for the extra time from the consultancy income.

KEY RESPONSIBILITIES:

- i. Concerned HoD and Dean is responsible to ensure the implementation and operation of ZU faculty/staff Consultancy Policy at Department/Faculty level.
- ii. ORIC is responsible to ensure the implementation and operation of ZU faculty/staff Consultancy Policy is in line with the current overall Research & Innovation Strategy.
- iii. Heads of departments are authorized to prioritize an objective setting of consultancy activity within their areas of operational responsibility.
- iv. If and where, there is significant use of research facilities, Research Directors, have authority for the prioritizing and objective setting of Consultancy activity within their areas of operational responsibility. Research Directors should consider Consultancy activity as part of their research strategies and should use this activity to maximize research impact.
- v. Consultancy contracts require formal approval from the HoD and Concerned Dean. Any faculty member/staff undertaking consultancy activity must first have the approval of their HoD. In the absence of a Head of Department (for example, for reasons of leave or illness), approval can be taken from the relevant Dean. In cases where research facilities are to be used, approval from the Research Director. Heads of department/faculty, Research Directors and Deans should be aware of the time spent by members of staff on Consultancy work.
- vi. Each and every member of staff is responsible to familiarize themselves with the policy(s) and procedure(s) set for Consultancy and they must ensure their compliance with the governing policy(s) and procedure(s).
- vii. External consultancy partnerships (for example other educational institutions or other organizations) must be drawn up in consultation with ORIC.

All consultancy activities by the ZU faculty/staff must be disclosed to the University and any 6 such agreements shall be shared with the ORIC for prior approval from Competent Authority.

Financial Remuneration

The Financial Remuneration for consultants shall be set at 20 % ZU (Overhead and Research & Innovation Fund) and remaining **80% shall be Faculty/Staff share** after deduction of ZU expenditures.

For lab and testing services, the cost of testing shall be established at a competitive market rate. The rate will consider technical expertise, equipment wears and tear, consumables, 20% ZU Overhead. ZU may consider providing a 5% referral fee for attracting additional business at the discretion of the Competent Authority.