

POLICY MEMORANDUM NO. 212

TO: All Faculty
FROM: Charles W. Steger
DATE: September 6, 2001
SUBJECT: Technical Assistance Program

Approved by the Commission on Outreach: January 18, 2001
Approved by the Commission on Faculty Affairs: January 19, 2001
Approved by University Council: April 16, 2001
Approved by the President: April 16, 2001
Approved by the Board of Visitors: June 4, 2001
Effective: Immediately

The University Council, on recommendation of the Commission on Outreach and the Commission on Faculty Affairs, unanimously approved a resolution concerning the Technical Assistance Program.

Following is the text of the resolution as adopted by University Council.

WHEREAS, the Outreach mission of Virginia Tech calls for proactive involvement with business and industry, providing university expertise to solve problems and to promote economic development generally; and

WHEREAS, business and industry officials often identify needs for technical expertise available from Virginia Tech faculty and staff members; and

WHEREAS, the Technical Assistance Program has been created and tested to respond to these needs for short-term, quick turnaround, and small-scale consulting assignments or projects that match university expertise with an identified need of an external organization; and

WHEREAS, the Technical Assistance Program provides certain advantages to faculty members such as third party management of financial transactions, legal protection as a university-sponsored activity, the opportunity to receive direct pay as a consultant, the opportunity to have such activities recognized as university outreach on their annual faculty activity report, and the opportunity to build a relationship with a company that may eventually lead to a more substantial grant or contract for research and development;

THEREFORE BE IT RESOLVED, that the section 2.16.1 of the Faculty Handbook on Consulting Activities and Outside Employment be revised to reflect the availability of the Technical Assistance Program and to provide university guidelines for faculty consulting and payment within that program. New language to be added to section 2.16.1 is as follows. The new material follows the paragraph which begins "The university recognizes that consulting work enhances the professional development of faculty members"

Consulting agreements may be negotiated by the individual faculty member and the

sponsoring organization, not involving university participation in any way, or they may be negotiated as part of a technical assistance agreement through the university. The Technical Assistance Program was created as part of the university's outreach mission in order to respond to requests from business and industry for the application of knowledge to a specific process-related or technical situation. Proposals for technical assistance are small scale (generally less than \$25,000), short-term, require a rapid response, and do not involve the generation of new knowledge or the development of intellectual property. (Projects involving the generation of knowledge and/or faculty buyouts must be handled as sponsored projects.) Contracts for technical assistance are negotiated and administered by the Division of Continuing Education. Technical assistance contracts typically identify the faculty member who will provide the needed expertise, the amount of time to be devoted to the project, the scope and estimated cost of the work, timelines for the consulting or project, and any required deliverables. Payment to the faculty member for such consulting is negotiable and provided through university payroll. Faculty earnings for technical assistance agreements must be within the overall limitation of 33 1/3 percent of annual income during the academic year for nine-month faculty members; summer earnings from all university sources are also capped at an additional 33 1/3 percent for AY faculty members. Faculty members on calendar-year appointments may earn 33 1/3 percent of annual income during the fiscal year (June 25-June 24). The earnings limitation is for payments from all university sources, including approved non-credit continuing education activities. Similarly, total time involved in technical assistance, other approved consulting, and non-credit teaching must be within the constraints of this policy. For further information on technical assistance agreements, please contact the Division of Continuing Education. Completion and approval by the department head and dean of a technical assistance agreement substitutes for approval of Form 13010A usually required for approval of consulting.

Faculty members wishing additional information about the Technical Assistance Program should contact Ed Nelson, Assistant Director, Continuing Education Program Development.

CWS:jcd