

DAU 4-13 Independent Faculty Member Consultancy Services Policy

Policy Code	Policy Name		
DAU 4-13	Independent Faculty Member Consultancy Services Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - Center for Entrepreneurship, innovation, and knowledge transfer (CEI&KT). - Dean of colleges - HR directorate 	10/2023	10/2027	

1. Policy Purpose

This policy aims to regulate how independent faculty member consultancy services are provided.

2. Policy Scope

This policy is applied to all DAU faculty members.

3. Policy Statement

DAU always supports the faculty members to get involved in knowledge sharing activities and services to businesses, governmental organizations, and non-profit governmental and private sectors. This is in accordance with DAU's mission statement as well as future strategies to diversify the income. All faculty members are encouraged to contact reputable individuals/companies/institutions to offer a knowledge transfer service. Consultancy services should be initiated by the faculty members and nominated "Independent faculty member consultancy". Independent faculty consultancy where the faculty member does not need the use of university name. For special cases in which the faculty consultant requires the use of the university resources additional fees may apply.

4. Policy Procedure

All proposed consulting activities (while employed by the University) must receive prior review and approval through the appropriate channels (College Dean, CEI&KT, and HR Directorate) to ensure that they present no conflicts of interest and do not diminish the quantity and quality of professional services rendered to the University as part of the faculty member's normal duties and responsibilities.

The authorization required for a Consultancy project and the procedures to be followed are:

- When a Consultancy opportunity is identified by the faculty member the client for a clear statement of requirements (SOR) for the project should be specified.
- The faculty member should discuss the potential benefits, requirements, and opportunities of the project with his/her dean to get his approval.
- A [Consultancy Service.docx](#) form must be completed and approved by the college dean, CEI&KT, HR Directorate and the University Vice President. The details of the Consultancy project should be entered fully on a Consultancy Approval Form.
- If research facilities are to be used to perform the project, the approval of the Consultancy Approval Form by DAU's vice president is an additional requirement.
- After getting the necessary approvals of the Consultancy Approval Form, this form will be sent to the legal department at the university to review a Consultancy Services Agreement with the client.
- The first 25% of gross total external consultancy funds shall be allocated as DAU's cost recovery. The remaining 75% of the total of the externally earned funds shall cover the remuneration of the project lead and team members, administrative support, student workers (if any) and other overheads.

- This agreement should specify the names of faculty members performing the projects, their duties, and their financial rights.

5-Related Policies/ Documents/ Forms

[Consultancy Service.docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy