Summary of Delegations, Responsibilities and Expectations for the Management of Academic Consultancy Activity

Vice-President (Research & Enterprise):

On behalf of the President and Council:

- oversees City policy and practice
- ensures Deans and Schools follow process
- reviews any known major local variations and or major areas of non-compliance and uses these to inform future policy design where necessary
- ensures central records are kept of all consultancy and similar related activity

Dean (or equivalent Senior Manager):

- ensures local policies adhere to central core policy
- reviews requests to undertake consultancy and approves/rejects on basis of value of work and business need
- ensures local records of all approvals and rejections are retained
- ensures that any local variations are agreed and published
- reviews levels of consultancy
- ensures Heads of Department manage staff commitments and workloads
- ensures that continuing consultancy appointments are re-considered each year
- deals with alleged major abuses

Head of Department (or equivalent organisational unit):

- Manages individual's core duties
- Supports development of consultancy where appropriate
- Informs Dean of any known areas of policy non-compliance

Member of Staff:

- Observes relevant City policy and procedures at all times, especially with regard to consultancy, Intellectual Property Rights, and Financial Regulations
- Declares all consultancy work and seeks prior approval
- Ensures that any consultancy work does not cause their core duties to be adversely affected
- Ensures that all University and private consultancy work is professionally delivered

City Research Office:

- Advises on consultancy activity
- Reviews City policy and practice regarding consultancy activity
- Issues contracts and invoices for approved University consultancy

City Enterprise Office:

- Supports identification of consultancy opportunities
- Advises on matters of Intellectual Property and commercialisation opportunities

Human Resources:
Advises Deans and individuals on issues relating to policy and terms and conditions of employment; Acts as partner supporting the Vice-President (Research & Enterprise) and the City Research Office regarding the development and review of related policy and procedure.

Supports and advises Deans & Vice-President (Research & Enterprise) where areas of difficulty or non-compliance are identified, or in areas requiring procedural clarification or dispute resolution.

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