

Consultancy Work Policy

Tantia University recognizes the value of consultancy work and encourages its staff members to engage in such activities to enhance their professional development and contribute to the institution's growth. This policy outlines the guidelines and eligibility criteria for staff members who wish to undertake consultancy work outside the university.

Eligibility:

All full-time staff members of Tantia University, including faculty and administrative staff, are eligible to undertake consultancy work outside the university.

Guidelines:

- 1. Approval Process:** Before undertaking any consultancy work, staff members must seek approval from their department head and the HR department. The request should include details of the consultancy work, such as the nature of the project, duration, and expected time commitment.
- 2. Conflict of Interest:** Staff members must ensure that their consultancy work does not conflict with their responsibilities at the university. Any potential conflicts of interest should be disclosed at the time of seeking approval.
- 3. Share Split:** For consultancy work undertaken outside the university, the share split between the staff member and the university will be 30% to the employee and 70% to the university. This split reflects the university's support for staff members' professional development while also recognizing the university's role in facilitating such opportunities.
- 4. Documentation:** Staff members must maintain proper documentation of their consultancy work, including contracts, project reports, and any other relevant documents. This documentation should be submitted to the HR department upon completion of the consultancy work.
- 5. Confidentiality:** Staff members must adhere to confidentiality agreements related to their consultancy work and ensure that any confidential information obtained during the consultancy is not disclosed without proper authorization.

- 6. Reporting:** Staff members must report their consultancy work to the university on an annual basis. This report should include details of the projects undertaken, the duration of the consultancy, and the financial implications for both the employee and the university.
- 7. Review and Amendment:** This policy will be reviewed periodically and may be amended by the university administration as deemed necessary. Any amendments to the policy will be communicated to all staff members in a timely manner.

Conclusion:

Tantia University values the expertise and knowledge of its staff members and recognizes the benefits of consultancy work for both individual professional development and institutional growth. This policy aims to provide a framework for staff members to engage in consultancy work while ensuring transparency, fairness, and adherence to ethical standards.