

THE UNIVERSITY OF MICHIGAN
SCHOOL OF PUBLIC HEALTH
Office of the Dean
1822 SPH-I, Box 2029

MEMORANDUM

TO: SPH Faculty

FROM: Ken Warner

DATE: May 10, 2008

SUBJECT: Faculty Consultation Form

It is important that the School of Public Health maintain annual records of faculty consultation. Please complete the enclosed form and return it even if the total is zero.

Please also note the new, *italicized* section that refers to reporting of consultation during the summer.

Thank you for your cooperation in this matter.

THE UNIVERSITY OF MICHIGAN
SCHOOL OF PUBLIC HEALTH

The policy of the School of Public Health permits each faculty member holding a full-time appointment four days a month for consulting activities, provided this does not interfere with University obligations. Two days a month are considered to be freely available only if there is no conflict of interest, and two additional days are available subject to prior approval of the department chair. Such activity can be a very important facet of professional development and contribution, and each faculty member is free to utilize this opportunity.

In order to have an overall review of this activity in the School of Public Health, each faculty member is asked to complete the form below. Consulting activities are here defined as those professional services for which one received compensation.

As part of the School's revised conflict of interest/conflict of commitment policy, the policy on consulting activities now applies to all months for which the faculty member is being paid, including summer months. If you elect no summer months of salary, the relevant time period for this report is 9/1/07 - 5/31/08. With one month of summer salary it extends to 6/30/08, with two months it extends to 7/31/08 and with three months it extends to 8/31/08.

Please return this form to the Dean's Office, Room 1822 SPH-I by September 1, 2008. **Please return the form even if the total is zero.**

Thank you.

Name _____ Department _____

Date _____

During the current University year (9/1/07 - 8/31/08) my consulting activities were as follows:

TOTAL CONSULTING DAYS _____

Signature