Department of Music  
Consulting Policies  
Revised February 2001

**General Information**
ISU faculty are required to report annually the amount of time they have spent on consulting or other professional work for which compensation has been received from other than university sources. The collection of these data is for the sole purpose of institutional accountability. Only consulting activities performed while the staff member is paid by ISU is to be reported. See the ISU Faculty Handbook for a complete description of the university's consulting/conflict of interest policies.

**NOTE (new policy in 2001):** You do not need to report services rendered on weekends, evenings or university holidays or breaks. B-base faculty not on full-time summer salary do not need to report summer consulting unless there is a concern that it might pose a conflict of interest.

**Music Consulting Policies**
Most consulting work done by the music faculty falls into areas which overlap with scholarship/creative activity, recruiting, professional practice, and service - efforts which the department encourages. The following list details the most commonly reported activities.

1. **Teaching of applied music to non-university students** for which compensation is received does not need to be reported unless the teaching involves more than 10 hours per week (during the reporting period) for full-time faculty. Teaching pre-college students is an important recruiting tool for applied music faculty and represents a conflict of interest only if the number of hours becomes excessive so that it conflicts with university responsibilities.

2. **Membership in regional symphonies or other professional ensembles** should be reported when compensation is received. Faculty should report the number of concerts and rehearsal days occurring on a class days during the academic year (evening and weekend performances and rehearsals do not need to be reported).

3. **Other concert appearances** (solos or ensemble recitals, conducting engagements) should be reported according to the same guidelines as symphony membership. Faculty should report the number of concerts days. If the engagement requires a residency of several consecutive days off-campus, the total number of days should be reported.

4. **Adjudication of music contests and festivals or presenting workshops and clinics to professional organizations** is a service provided by faculty to education organizations and is encouraged by the department. Report the number of days spent adjudicating or giving workshops (again only during the reporting period – not weekends and evenings) when compensation beyond travel expenses is received.

5. **Paid church music appointments** should be reported (e.g., choir director, organist, music director) only if consulting occurs during the day when classes are in session during the regular academic year. Do not including rehearsals and meetings related to the assignment unless these involve a significant commitment during university business hours so that the faculty member must be away from campus for extended periods during regular teaching days.
6. **Professional business services** related to one's music specialization (e.g., reed-making, piano tuning) often serve an important need. These activities should be reported when compensation is received following the above reporting guidelines. Since consulting is reported according to the number of days, you may need to discuss with the DEO how to report business activities which occur sporadically.

**Conflict of Interest**

It is highly unlikely that any of the above activities would pose a conflict of interest. The university requires that any potential conflict of interest be discussed with the DEO in advance of accepting the proposed work. Activities involving travel should be reported to the DEO in advance by submitting the appropriate travel authorization. Faculty who have concerns that other types of consulting might represent a conflict of interest are advised to discuss the project with the DEO.