

# University of Kentucky College of Dentistry Practice Plan Addendum Consulting Form

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Dates of consulting activity: \_\_\_\_\_

## Type of Consulting

### Presentation

Name organization: \_\_\_\_\_

Location of the activity: \_\_\_\_\_

Type of Organization:  Study club  Local Dental Society  State Dental Society  
 National Meeting  International Meeting  Corporate Sponsored Meeting

Other (explain): \_\_\_\_\_

Title of your presentation: \_\_\_\_\_

*(Please attach an overview of the topics you will present at this meeting.)*

#### Instructional Activity

Are you requesting funding from the University of Kentucky?

Yes  No

Are your travel expenses being compensated?

Yes  No

Will you receive other compensation?  Yes  No

Honorarium \$ \_\_\_\_\_

Other \_\_\_\_\_

#### Corporate Activity

Are you requesting funding from the University of Kentucky?

Yes  No

Will you need to provide a disclosure during your presentation?

Yes  No

Will you receive any corporate sponsorship?

Yes  No

Will you receive compensation? If yes:

Travel expenses  Yes  No

Honorarium  Yes  No \$ \_\_\_\_\_

Salary  Yes  No \$ \_\_\_\_\_

Other \_\_\_\_\_

### Legal Opinion or Testimony

Name of Plaintiff(s): \_\_\_\_\_

Name of Defendant(s): \_\_\_\_\_

Name of attorney: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Compensation: \$ \_\_\_\_\_ I have been retained on behalf of \_\_\_\_\_

### Collaborating in Research outside the University of Kentucky

Name of collaborator: \_\_\_\_\_

Title of project: \_\_\_\_\_

Will you receive any corporate sponsorship?  Yes  No

### Other Consulting Activity (i.e., Patent, etc.)

Contractor: \_\_\_\_\_

Description: \_\_\_\_\_

Duration of contract: \_\_\_\_\_

Will you receive compensation?  Yes  No (attach copy of consulting agreement)

### Approvals:

Division Chief Approved  Not Approved  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Committee/Dean Approved  Not Approved  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Reporting Procedures

### Vacation/Family/other leave Absence Requests:

When a faculty member requests leave of absence for vacation, family or other reasons the faculty member will go on line to the University of Kentucky "MyUK" site (<https://myuk.uky.edu/iri/portal>) to employee services/working time and request such absence. The faculty member will go to the dropdown box under "Type of Leave" and select "Vacation". The Division Chief/Department Chair will assure that the duties of the Division/Department can be accomplished and then the faculty member's direct supervisor will electronically approved/disapprove the faculty member's request.

### Meeting Attending Requests:

When a faculty member requests leave of absence to attend a professional meeting the faculty member will go on line to the University of Kentucky "MyUK" site (<https://myuk.uky.edu/iri/portal>) to request such absence. The faculty member will go to the dropdown box under "Type of Leave" and select "Official Prof LV/Travel". The Division Chief/Department Chair will assure that the duties of the Division/Department can be accomplished and then the faculty member's direct supervisor will electronically approved/disapprove the faculty member's request.

### Presenting at a Meeting and Consulting Activity Requests:

When a faculty member requests absence from the University to provide a presentation at a professional meeting the faculty member will complete the UKCD Consulting Form. This form is located at <http://www.mc.uky.edu/Dentistry/faculty-and-staff-resources> . This form will also be completed for other consulting activities such as legal consultation or being contracted by a non university company or corporation. The form will be given to the Division Chief who is responsible to assure that the Division functions can be adequately accomplished in the absence of the faculty member. The Division Chief will then submit the form to the Department Chair for review prior to the consulting activity. The Chair has the authority to approve standard activities, such as presentations at a professional meeting. For requests that require additional consideration, a consulting committee made up of three faculty members selected by the Dean will assist the Chair in determining the appropriateness of the activity. The faculty member making the request has the right to ask for a review by the committee if he or she wishes. In cases when corporate compliance issues are in question, the Office of Corporate Compliance will be consulted. Decisions made by the Chair and Committee are recommendations to the Dean who has the ultimate responsibility to oversee faculty activities. All requests will be retained in the office of the Department Chair.