

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Overview

Faculty consultancy, the application of a faculty member's professional expertise to problems and projects outside AIU, typically in exchange for compensation, is a recognized and valuable dimension of academic professional life. It strengthens faculty expertise, builds the professional networks through which AIU connects to industry and the professions, generates real-world problems that enrich teaching and research, and contributes to Kuwait's knowledge economy. Accreditation agency recognizes that faculty scholarly activity and professional engagement are indicators of the quality of an institution's academic community.

This policy governs how consultancy is managed at AIU in a way that preserves these benefits while protecting two institutional interests that consultancy has the potential to compromise. The first is the faculty member's primary commitment to AIU: consultancy that consumes so much of a faculty member's time and intellectual energy that teaching quality, research productivity, and service obligations suffer is a conflict of commitment, and no amount of external visibility justifies it. The second is AIU's institutional integrity: consultancy that creates undisclosed financial relationships between faculty and external entities that have dealings with AIU, that compromises research independence, or that results in students being exploited for commercial benefit is a conflict of interest, and is inconsistent with the values of an institution pursuing accreditation.

Scope

This policy applies to all full-time faculty, part-time (adjunct) faculty, and faculty administrators at AIU who wish to engage in professional consultancy or other external compensated professional activities related to their academic discipline or professional expertise. It applies to consultancy conducted during contracted periods, during sabbatical leave, and to a limited extent during periods when the faculty member is not under active contract. It applies to both compensated and non-compensated consultancy where a conflict of interest may exist.

Purpose

The purposes of this policy are to:

- Affirm AIU's support for faculty professional consultancy as a legitimate and valuable dimension of academic professional life, consistent with the recognition of such activity by Accrediting agency
- Define the categories of consultancy and external professional activity, distinguishing incidental scholarly activities from substantive consultancy requiring prior approval
- Establish the 20% time ceiling on consultancy during contracted periods, consistent with the standard at accredited institutions
- Define the approval process for consultancy activities, with different levels of approval required based on the nature and risk profile of the consultancy
- Establish the conflict of interest and conflict of commitment framework governing consultancy, cross-referenced to GOV-002 and FAC-004

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

- Define the intellectual property and resource use provisions that protect both the faculty member and AIU in consultancy contexts
- Establish the annual disclosure requirement that enables AIU to maintain an accurate record of external professional activities for accreditation evidence and institutional governance purposes
- Demonstrate compliance with honest and ethical institutional operations and sound faculty employment policies

Abbreviations and Definitions

Consultancy: Any professional activity related to the faculty member's field or discipline in which the faculty member provides expert services to a third party -- whether compensated or non-compensated, in a fee-for-service, advisory, or equivalent relationship. Includes consulting for entities in which the faculty member or an immediate family member holds an ownership or management interest (self-dealing consultancy). Does not include scholarly communications as defined in this policy.

Scholarly Communications: Peer-reviewed publications, conference presentations, book chapters, editorial service, invited academic talks, and other activities that are the natural output of scholarly engagement. Scholarly communications that earn honoraria are not consultancy.

Conflict of Commitment: A situation in which a faculty member's external professional activities require a level of time or intellectual investment that materially impairs their ability to fulfil their contracted obligations to AIU. The 20% time ceiling is the primary mechanism for managing conflicts of commitment.

Conflict of Interest: A situation in which a faculty member's personal financial, professional, or family interests in an external entity have the potential to influence, or appear to influence, their professional judgment in their AIU role, including in research, teaching, procurement recommendations, or student relationships. Governed by GOV-002 and FAC-004.

Immediate Family Member: For the purposes of this policy: spouse or domestic partner; parents; siblings; children; and any other individual living in the faculty member's household whose financial interests are likely to be affected by the faculty member's professional decisions.

AIU Resources: Equipment, facilities, computing infrastructure, laboratory space, research databases, library resources, administrative support, and student labor owned, leased, licensed, or managed by AIU. Incidental office-based use (email, telephone, personal computer for brief communications) is not treated as use of AIU resources for the purposes of this policy.

Faculty Consultancy Approval Form: The form submitted by a faculty member to request prior written approval for Category 2 consultancy activities, as specified in Article 3 of this policy. The form captures the nature of the engagement, the client, the time commitment, the compensation arrangement, and the faculty member's assessment of potential conflicts.

Annual Consultancy Disclosure: The annual declaration, submitted to the Dean by 30 September each year, documenting all consultancy and external professional activities undertaken in the preceding twelve months, whether or not prior approval was required. The basis for AIU's compliance with Accrediting agency requirement in the consultancy context.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Policy

Article 1: Governing Principles

The following principles govern AIU's approach to faculty professional consultancy:

- Academic primacy:** A faculty member's primary obligation is to AIU and to AIU's students. Consultancy is a valued supplement to academic life, not a substitute for it. No consultancy activity justifies reduction in teaching quality, failure to meet research commitments, or neglect of service obligations.
- Professional value:** AIU recognizes that faculty consultancy enriches teaching by grounding it in current professional practice, builds the external relationships that support industry-relevant curriculum, and contributes to Kuwait's economic and professional development. This policy supports consultancy, it does not discourage it. The approval process exists to protect faculty and AIU, not to create barriers.
- Transparency and disclosure:** All substantive consultancy activities are disclosed, regardless of compensation level. Transparency is the foundation of trust. A faculty member whose external professional activities are fully disclosed and approved has nothing to defend. A faculty member whose activities are undisclosed creates institutional risk and undermines their own credibility in any subsequent dispute.
- Independence:** Faculty must retain independent professional judgment in both their AIU role and their consultancy activities. Consultancy that obligates a faculty member to reach a predetermined conclusion, endorse a client's position regardless of evidence, or recommend AIU products or services in exchange for compensation is incompatible with academic integrity and is prohibited.
- Fairness and consistency:** This policy is applied consistently to all faculty, regardless of seniority, discipline, or the prestige of the consultancy engagement. A first-year assistant professor and a full professor are subject to the same rules.
- Kuwait context:** All consultancy activities must comply with applicable Kuwait law, including labor law, commercial law, and professional licensing requirements applicable to specific disciplines. Faculty members are personally responsible for ensuring their consultancy activities comply with Kuwait law. AIU assumes no liability for violations of Kuwait law in connection with a faculty member's personal consultancy activities.

Article 2: Classification of Consultancy Activities

Not all external professional activity requires the same level of institutional oversight. The following classification framework determines the approval and disclosure requirements for different types of activity:

Activity Type	Description	Approval and Disclosure Requirement

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Category 1: Incidental Professional Activities (no prior approval required; annual disclosure)

Scholarly communications	Peer-reviewed publications, book chapters, conference presentations, academic talks, and editorial service that are natural extensions of the faculty member's scholarly role. Payment of honoraria for such activities does not convert them into consultancy.	Annual disclosure on the Faculty Consultancy Disclosure Form; no prior approval required
Brief professional service	Participation in agency proposal review panels, external accreditation site visits, brief expert opinions or testimonies, one-time lectures or seminars at other institutions, reading and reviewing manuscripts for journals.	Annual disclosure; no prior approval required unless the activity creates a foreseeable conflict of interest with AIU work
Professional association service	Service as an officer, committee member, or representative of a recognized professional or academic association in the faculty member's field.	Annual disclosure; no prior approval required

Category 2: Substantive Consultancy (prior written approval required before commencing)

Paid professional consultancy	Fee-for-service or equivalent engagement with an external entity (business, government body, NGO, or individual) in which the faculty member provides expert professional services related to their discipline, including consulting for entities in which the faculty member or an immediate family member holds an ownership or management interest.	Prior written approval: Department Chair, then Dean, then VPAA. Faculty Consultancy Approval Form required
Unpaid consultancy with conflict potential	Non-compensated professional advisory service where the client organization has, or may develop, a business relationship with	Prior written approval: Dean, then VPAA

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

	AIU, where the client organization is a competitor of AIU, or where the faculty member's relationship with the client could affect their independence in research or teaching.	
Use of University resources in consultancy	Any consultancy activity for which the faculty member requests or intends to use AIU equipment, facilities, staff time, or student labor beyond incidental office-based use.	Prior written approval: VPAA, with Finance Department input on appropriate fee recovery
Category 3: Prohibited Activities (not permissible regardless of approval sought)		
Full managerial or executive role	Accepting a full-time or principal managerial or executive position in an external for-profit or non-profit organization that implies ongoing management accountability inconsistent with full-time faculty status at AIU.	Not permissible, constitutes a conflict of commitment that cannot be managed within the 20% time allowance
Consultancy for direct competitors	Providing professional services to an institution that directly competes with AIU for students, programs, or accreditation where the service would advantage the competitor at AIU's expense.	Not permissible — conflicts with the duty of loyalty owed to AIU
Consultancy that compromises academic integrity	Any consultancy that requires the faculty member to produce, endorse, or certify content that conflicts with their professional judgment, or that involves an obligation to reach a predetermined conclusion.	Not permissible, violates FAC-004 (Faculty Professional Ethics)

Faculty members who are uncertain whether a specific activity falls into Category 1 or Category 2 consult with their Department Chair before commencing the activity. In all cases of genuine uncertainty, the more conservative classification (Category 2, requiring prior approval) applies. The responsibility for correctly classifying an activity rests with the faculty member. Where a faculty member proceeds on a Category 1

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

basis but the activity is subsequently determined to have required Category 2 approval, they are treated as having engaged in an unapproved activity under Article 7.

Article 3: Time Allocation

Faculty members at AIU are employed on a full-time basis and owe their primary professional commitment -- of time and intellectual energy -- to AIU. The following time allocation standards apply to consultancy activities undertaken during contracted periods:

Faculty Category	Maximum Consultancy Time Allowance
Full-time faculty (academic year)	Up to one working day per five-day working week (equivalent to 20% of contracted working time) during the period of the faculty member's contract. Consultancy time does not accrue or roll over between weeks.
Full-time faculty (summer / semester not under contract)	Faculty not under contract for a specific semester or summer period are not bound by the 20% ceiling for that period, subject to the continuing obligations in Article 3.5 and the prohibition on activities that damage AIU's reputation or violate applicable law.
Part-time (adjunct) faculty	Proportional: the 20% ceiling applies to contracted hours. Part-time faculty consult within the bounds of their contracted obligations. Prior written approval from the Department Chair is required where consultancy time conflicts with contracted teaching or service duties.
Faculty on sabbatical leave at full salary	No additional consultancy time allowance beyond activities consistent with the purpose of the sabbatical as approved. Paid consultancy during fully-funded sabbatical requires VPAA approval. The purpose of the sabbatical leave must remain primary.
Faculty on leave without pay	No restriction from AIU's time allocation policy, as the faculty member is not under active contractual obligation during the leave. Other provisions of this policy continue to apply, including the prohibition on use of AIU's name without approval.

The 20% time ceiling applies to all external paid professional activities in aggregate, not to each consultancy engagement individually. A faculty member with multiple concurrent consultancy clients is

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

responsible for ensuring that the total time across all engagements does not exceed the ceiling. The ceiling is assessed on a weekly basis, it does not accumulate. A week in which a faculty member has no consultancy activity does not generate 'banked' time for use in a subsequent week.

Faculty members are expected to maintain accurate records of the time spent on consultancy activities and to report this accurately in the Annual Consultancy Disclosure. Department Chairs assess whether a faculty member's consultancy activities are consistent with the time ceiling and the primary commitment to AIU through the normal annual performance review process. Where a pattern of concern emerges -- declining student evaluations, missed research milestones, service absences -- the Department Chair initiates a consultation with the faculty member, which may result in a requirement to reduce consultancy commitments.

Article 4: Use of University Resources

AIU's equipment, facilities, and resources are provided to support the institutional mission, not to subsidize individual commercial activities. The following provisions govern the use of AIU resources in consultancy:

- a. Incidental use permitted without approval: Faculty may use their AIU office, personal computer assigned to them, telephone, and AIU email for brief communications with consultancy clients -- such as exchanging emails, scheduling calls, or brief telephone consultations. This level of use does not require prior approval and is not treated as use of AIU resources for the purposes of this policy.
- b. Substantive resource use requires prior approval: Any use of AIU equipment, laboratory facilities, computing infrastructure, licensed software or databases, research equipment, or physical workspace beyond the incidental use described above requires the prior written approval of the VPAA. The request must specify the resource(s) to be used, the duration, and the consultancy project for which they will be used.
- c. Fee recovery for substantive resource use: Where the VPAA approves substantive resource use, AIU may charge the faculty member or the consultancy client a resource use fee reflecting the fair market cost of the resources employed. The fee schedule is determined by the Finance Department in consultation with the VPAA.
- d. No use of student time without consent and approval: Faculty members must not involve AIU students (undergraduate or graduate) in consultancy activities without the student's explicit, written informed consent and the VPAA's prior written approval. Where student involvement is approved, the student must be appropriately compensated for their contribution. Academic credit is not awarded for work that primarily serves a commercial consultancy client.

Article 5: Intellectual Property and Liability

The intellectual property dimensions of faculty consultancy require careful management to protect both the faculty member's rights and AIU's legitimate interests:

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Matter	Provision
Ownership of consultancy outputs	Outputs of an approved consultancy activity, reports, analyses, recommendations, software, designs, or other deliverables produced solely through the faculty member's personal expertise, without use of AIU resources, are the intellectual property of the consultancy client and the faculty member as agreed between them. AIU has no claim to such outputs.
IP developed using AIU resources	Where a faculty member uses AIU equipment, facilities, research databases, or other material resources in a consultancy activity (even with prior approval), AIU retains an ownership interest in any intellectual property arising from or materially supported by that use. The nature and scope of AIU's interest is determined by the VPAA in consultation with the relevant Dean before the consultancy commences.
IP arising from dual-use activities	Where research or scholarly activity conducted under AIU's auspices generates outputs that a faculty member subsequently uses as the basis of consultancy advice, the faculty member must disclose this dual use to the VPAA and ensure that the consultancy agreement does not purport to transfer ownership of IP that AIU holds or may hold.
Confidentiality and NDA obligations	Faculty members may enter into confidentiality agreements and non-disclosure agreements (NDAs) with consultancy clients in their personal capacity. Any such agreement must be consistent with the faculty member's obligations to AIU and must not impair the faculty member's ability to: teach in their discipline; publish research; participate in AIU's accreditation and assessment processes; or comply with AIU policies and applicable law.
Student involvement	Faculty members must not involve AIU students in consultancy activities without the students' explicit informed consent and without VPAA approval. Where student involvement is approved, students must be fairly compensated for their contribution. Academic credit may not be awarded for work that primarily serves a consultancy client's commercial interests.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Use of AIU name and affiliation	Faculty members may identify their AIU position and title as part of their professional credentials in consultancy contexts. Faculty members must not represent AIU as a party to, endorser of, or participant in the consultancy, and must not use the AIU name, logo, or brand in any consultancy output or communication without explicit written approval from the VPAA.
--	--

Faculty members who are uncertain about the intellectual property implications of a proposed consultancy agreement are encouraged to seek guidance from the VPAA or the University's Legal Counsel before signing any consultancy contract. AIU assumes no liability for any aspect of a faculty member's personal consultancy activities. Every approved consultancy agreement must contain a clause explicitly stating that AIU is not a party to, and assumes no liability for, the consultancy activity. This clause is a condition of AIU's approval.

Article 6: Conflict of Interest and Conflict of Commitment

Faculty consultancy creates the potential for two categories of conflict that must be actively managed:

Conflict Type	Provision
Conflict of Commitment	Arises when consultancy activities require an investment of time or intellectual energy that materially impairs the faculty member's ability to fulfil their contracted AIU responsibilities. The 20% time ceiling is the primary mechanism for managing this conflict. Where time records, student feedback, or peer observation indicate that consultancy commitments are impairing teaching quality, research productivity, or service obligations, the VPAA may require the faculty member to reduce or suspend consultancy activities.
Conflict of Interest - financial	Arises when a faculty member has a financial interest in the outcome of decisions made at AIU that are related to the consultancy client. Where a faculty member is consulting for an entity that is also seeking to provide services to AIU, or that has a student or employee relationship with AIU, a conflict of interest exists and must be disclosed and managed through the GOV-002 (Conflict of Interest Policy) process.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Conflict of Interest - research	Arises when a faculty member's financial interest in a consultancy client has the potential to bias the design, conduct, reporting, or interpretation of research conducted at AIU. Research-related conflicts of interest are disclosed and managed through the Research Ethics Committee process in ACA-003.
Self-dealing	Arises when a faculty member is consulting for an entity in which they or an immediate family member holds an ownership or management interest. Self-dealing consultancy requires the highest level of scrutiny and disclosure, including disclosure of the ownership interest and the nature of the consulting relationship. Approval at VPAA level is required.

The primary governance instrument for conflicts of interest arising from consultancy is GOV-002 (Conflict of Interest Policy). Where a consultancy relationship gives rise to a conflict of interest as defined in GOV-002, the faculty member must: disclose the conflict through the GOV-002 annual disclosure process; ensure the conflict is reviewed and managed by the VPAA and relevant Dean before proceeding; and comply with any conflict management plan or conditions imposed as part of the approval. A faculty member may not approve their own consultancy where a conflict of interest exists, all such approvals require the level of authority above the faculty member's primary approver.

Article 7: Approval Process

The approval process is calibrated to the risk profile of the consultancy activity:

- Category 1 activities: No prior approval required. The faculty member completes the relevant section of the Annual Consultancy Disclosure Form. Where the faculty member has any doubt about whether the activity may create a conflict of interest, they consult with their Department Chair before commencing.
- Category 2 activities: Prior written approval is required before commencing. The faculty member completes the Faculty Consultancy Approval Form and submits it to: Department Chair (reviews within 5 working days); Dean (reviews within 5 working days of Chair endorsement); VPAA (final approval, within 5 working days of Dean endorsement). The VPAA's written approval (or refusal with reasons) is communicated to the faculty member before the consulting activity may commence.
- Category 2 activities involving use of AIU resources: Same approval chain as above, with the additional requirement of Finance Department input on fee recovery before VPAA approval is confirmed.
- Category 2 activities involving a Conflict of Interest (self-dealing): Disclosure through GOV-002 process required simultaneously with the Faculty Consultancy Approval Form. The conflict of interest disclosure must be reviewed and managed before the VPAA approves the consultancy.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

- e. Activities where the Dean is the consultant: Where a Dean or equivalent academic administrator wishes to engage in Category 2 consultancy, the approval chain escalates: Dean submits to VPAA; VPAA submits to President for final approval.
- f. Approval decisions are documented and retained in the faculty member's personnel file. Approved activities are reported to the Faculty Council Research Committee as part of the annual scholarly activity report.

Article 8: Annual Disclosure

Every faculty member at AIU -- including those who had no consultancy activities during the year -- submits an Annual Consultancy Disclosure to their Dean by 30 September of each academic year, covering the preceding twelve months. The disclosure covers:

- a. All Category 1 activities undertaken during the year (brief description, organization, and nature of contribution)
- b. All Category 2 activities undertaken during the year (cross-referenced to the prior approval on file)
- c. The total time spent on all consultancy activities during each semester of the year
- d. Any IP arrangements, compensation above KD 1,000 in total, or use of AIU resources
- e. Any new or changed circumstances that may give rise to a conflict of interest in the coming year

The Dean reviews the Annual Consultancy Disclosures for all faculty in their School and reports a summary to the VPAA by 31 October. The VPAA reports on the consultancy landscape across AIU to the President annually and maintains an aggregate record for accreditation evidence. Individual disclosures are treated as confidential employment records, retained in the faculty member's personnel file, and are not disclosed beyond the Dean, VPAA, and President without the faculty member's consent, except as required by applicable law or by the GOV-002 conflict of interest review process.

Article 9: Violations and Consequences

The following constitute violations of this policy:

- a. Commencing a Category 2 consultancy activity without prior written approval
- b. Using AIU resources in a consultancy activity without prior written approval
- c. Involving students in consultancy activities without their consent and VPAA approval
- d. Failing to submit the Annual Consultancy Disclosure by the required deadline
- e. Providing false, incomplete, or materially misleading information in a Consultancy Approval Form or Annual Disclosure
- f. Exceeding the 20% time ceiling
- g. Engaging in a Category 3 (prohibited) activity
- h. Using AIU's name or brand in a consultancy context without written VPAA approval

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

Violations are referred to the Dean of the relevant School and the VPAA. Consequences are proportionate to the severity and pattern of the violation and are determined through the faculty employment governance process under FAC-002 and FAC-003. Minor first-time violations, such as a late Annual Disclosure with no substantive disclosure issues -- are typically addressed through a written reminder. Substantive violations involving undisclosed conflicts of interest, misuse of AIU resources, or student exploitation are subject to formal employment consequences up to and including termination, subject to due process under FAC-002 and Kuwait Labor Law.

Procedures

Submitting a Consultancy Approval Request (Category 2)

1. Faculty member determines that the proposed activity is Category 2 (or is uncertain and has chosen the conservative classification). Faculty member completes the Faculty Consultancy Approval Form, available from the Dean's office or the VPAA's office, providing: a description of the consultancy activity and the client; the estimated start and end date; the estimated time commitment per week; the compensation arrangement; a statement on IP; and the faculty member's own assessment of any potential conflicts of interest.
2. Faculty member submits the Form to the Department Chair, who reviews within 5 working days for: consistency with the faculty member's contracted responsibilities; time commitment against the 20% ceiling; and any obvious conflict of interest concerns. Chair endorses (with or without conditions) or declines and communicates the decision in writing.
3. Endorsed Form is forwarded by the Chair to the Dean, who reviews within 5 working days for: School-level conflict of interest concerns; impact on teaching and service coverage; and consistency with AIU's values and mission. Dean endorses or declines and communicates the decision.
4. Dean-endorsed Form is forwarded to the VPAA, who reviews within 5 working days. Where the Form discloses a potential conflict of interest, the VPAA initiates the GOV-002 review process before issuing approval. The VPAA issues written approval or refusal, with reasons in the case of refusal. Approval may be conditional (for example, requiring a specific IP clause in the consultancy agreement or limiting the time period of the engagement).
5. The VPAA's decision is communicated to the faculty member, the Dean, and the Department Chair. A copy is placed in the faculty member's personnel file. The faculty member may not commence the consultancy until written VPAA approval has been received.

Annual Consultancy Disclosure

1. By 15 September each year, the Dean's office distributes the Annual Consultancy Disclosure Form to all faculty in the School. The Form covers the preceding twelve months (1 September to 31 August).
2. Faculty members complete the Form and return it to the Dean by 30 September. Faculty who undertook no consultancy activities during the year complete the 'nil return' section of the Form. Failure to return the Form by 30 September is reported to the VPAA and followed up with the faculty member.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Professional Consultancy Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-011	Next Review date	14/06/2029
	Responsible Entity	Vice President for Academic Affairs	Approved By	President

3. The Dean reviews all returned Forms for completeness and for any disclosure that requires follow-up action: potential conflicts of interest not previously managed; use of resources not previously approved; time commitments that may have exceeded the ceiling; or IP arrangements that may give rise to institutional IP interests. Disclosures requiring follow-up are referred to the VPAA within 10 working days of the Dean's review.
4. The Dean prepares a School-level consultancy summary by 31 October, reporting to the VPAA the aggregate consultancy activity in the School, any conflicts or violations identified, and any patterns of note. The VPAA compiles a University-wide consultancy summary for the President and Faculty Council Research Committee.

President Signature	Signature: _____ Date: _____
----------------------------	------------------------------