

REQUIREMENTS FOR FACULTY CONSULTING ACTIVITIES AND AGREEMENTS

The terms of consulting and non-disclosure agreements between faculty and external organizations must be consistent with all of the following requirements:

- 1. Koç University** is not a party to consulting or non-disclosure agreements between faculty and external organizations, shall have no obligations or potential liability under the agreements, and its rights may not be impaired in any way by the agreement. The university does not provide indemnity for these activities.
- 2. Consultant's Obligations to Koç University**
 - Consulting is permitted provided the faculty member's full-time obligation to the University is met.
 - KU faculty members owe their primary professional allegiance to KU, and their primary commitment of time and intellectual energies should be to the education, research, and scholarship programs of the institution. Outside professional activities must not detract from a faculty's full-time obligation to these duties.
- 3. Limitations on time spent as a consultant and type of responsibilities**
 - The maximum number of consulting days permissible for faculty on a full-time appointment is 1 day per week throughout the year, including during the time of paid annual vacation.
 - A faculty member on full-time active duty or sabbatical leave must not have outside managerial responsibilities and may not have titles that imply otherwise, regardless of actual consulting duties.
- 4. Restrictions concerning students and research staff**
 - The academic activities of students and postdoctoral scholars must be free from the personal commercial and consulting interest of the faculty member.
 - The work of students, staff, postdoctoral scholars and collaborators must not be exploited in the course of a faculty member's outside obligations.
 - Faculty may not hire or directly supervise a KU student in employment activities outside the University while serving as the student's advisor or as a participant on the student's dissertation committee without written approval.
- 5. Restrictions on use of University resources**
 - KU facilities, personnel and equipment may not be used except in a purely incidental way, as part of outside consulting activities.
 - Preferential access to research results, materials or products generated from University teaching or research activities may not be provided to an

outside entity for personal financial gain.

- Confidential information acquired through conduct of University business or research activities may not be used for personal gain, or to grant unauthorized access to others; confidential information includes any information that comes into your possession as a result of your employment by KU that is not broadly available to the general public.

6. Ownership of intellectual property

- KU owns the title to all potentially patentable inventions conceived, or first reduced to practice, in whole or in part, by faculty in the course of University responsibilities, or with more than incidental use of University resources, and must be assigned to the University. Faculty members do not have the authority to assign or otherwise transfer rights in any of the University's inventions.
- Any publication, invention, discovery, improvement, or other intellectual property that results solely and directly from Consultant's services either alone or with employees of or other consultants or advisors to the external organization are not subject to KU disclosure and ownership policies.

7. Use of Koç University name

- The KU name and logo may not be used in any consulting activities.
- The office address of the consultant may be used for convenient communication.

8. Authorship, speaking and marketing activities

- If a faculty member is listed as an author on any publication resulting from performance of consulting services, a disclosure should be included stating that *"Dr./Professor [NAME]'s contribution to this publication was as a paid consultant, and was not part of his/her Koç University duties or responsibilities"*.
 - The same disclosure should be given in speaking activities related to consulting services.
 - KU School of Medicine faculty are prohibited from publishing articles under his/her own name that are written in whole or material part by company employees.
- **KU School of Medicine Faculty** are not permitted to participate in dedicated marketing and training programs designed solely or predominantly for sales or marketing purposes. All faculty are strongly discouraged from performing any sales, marketing, or promotional services for the company requesting consulting services. This includes promotional marketing activities to academic colleagues, clinical colleagues, the media, the public or as an exhibitor.