DIVISION OF SERVICES AND RESOURCES
HUMAN RESOURCES

THE UNIVERSITY OF ADELAIDE AUSTRALIA

RULES RELATING TO PRACTICE OF A DISCIPLINE OUTSIDE THE UNIVERSITY BY MEMBERS OF THE ACADEMIC STAFF POLICY

Authorised By: This policy was approved by the Executive Director, Student and Staff Services. As from 1 January 2007, the Vice-President (Services and Resources) is responsible for this policy.

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Implementation & Review:	Human Resources
Superseded Documents:	N/A

Any person who requires assistance in understanding any aspect of this document should contact Human Resources on ext. 35666.

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1 PREAMBLE

1.1 Chapter IV of the Statutes, paragraph 5 stipulates that a member of the academic staff is expected to maintain contact with the practice of the member's discipline outside the University in accordance with the rules approved by Council.

1.2 The ways in which members of the academic staff practise their discipline outside the University vary considerably and it is not the purpose of these Rules to define the manner in which disciplines might be practised. However, they must be of such a nature as to involve the staff member's professional or academic expertise. If such practice involves consultancies, research grants or contracts, the rules relating to these activities will apply in addition to those in this Policy.

1.3 The rules relating to the practice of a discipline outside the University are restricted to those practices for which members of staff receive remuneration. Service with an organisation outside the University, for which a member of staff receives reward, will be regarded as practice of a discipline only if it is associated with the member's discipline.

1. 4 A member of the academic staff seeking to apply to practise his or her discipline outside the University should also refer to the following policies, as applicable:

(i) Special Studies Program
(ii) Leave Without Pay Guidelines
(iii) Outside Research Grants, Contracts and Consultancies Policy
(iv) Commercial Development of the University's Intellectual Property Policy.

Throughout these Rules the use of the expression 'Head of Department' is intended to also include the line manager of the non-Faculty area or section concerned.

2 RULES

2.1 Within the limitations of the Statutes, a staff member may, with the permission of the Head of the Department concerned, practise his or her discipline outside the University for up to 52 week days in any calendar year, provided that practice does not interfere with the primary duties required of the staff member. Practice of a discipline whilst on Special Studies shall be subject to these rules in addition to those specified in the Special Studies Program Policy.

2.2 A staff member seeking to practise his or her discipline outside the University should submit an application on the approved form to the Head of the member's Department. The form will request details of the practice to be undertaken, the expected pattern and time limit and structure of the work, and an undertaking that the member's primary duties will not be adversely affected. In trivial instances, such as activities totalling a maximum of 5 days in any calendar year, permission shall be deemed to have been given, but the member shall report such instances to the Head of Department.

2.3 If the staff member seeks to practise his or her discipline outside the University for a period exceeding 52 weekdays in any calendar year, such period beyond the 52 days will be treated as leave without pay, and the rules pertaining to such leave will apply (see Leave Without Pay Guidelines).

2.4 In exceptional circumstances the Vice-Chancellor and President may, after due consultation with the Head of the member's Department, approve an extension of the maximum number of days permitted to an individual under these rules. Such approval shall be given in writing, accompanied by a copy of these rules, and shall expressly state any conditions attached to that exception.

2.5 The Head of Department will satisfy him/her self that the application conforms to the rules (including those relating to Special Studies, leave without pay, outside research grants, contracts and consultancies) and that the leave requested will not interfere with the staff member's primary duties of teaching, research and scholarship or the administrative duties required. The Head of Department may consult the Departmental Committee as required.

2.6 If the Head of the Department approves the request, the form will be endorsed accordingly and forwarded through the Dean to the Director, Personnel Services Branch who will confirm that the request is within the appropriate rules and advise the staff member that the request has been approved. Such permission shall be given in writing, accompanied by a copy of these rules, and shall expressly state any conditions attached to that permission.

2.7 If the Head of Department does not approve the request the application form, clearly endorsed with the reasons for non-approval, will be passed to the Dean for decision. The decision of the Dean will be forwarded to the Director, Personnel Services Branch, who will advise the staff

member of the outcome. If the request is not granted, the grounds for that decision will be provided.

2.8 Compliance with these rules is the responsibility of both the staff member and the Head of Department. While the basis of the activity and of its undertaking will be one of trust, a staff member will be required to keep a diary of time spent as the basis of a written report to the Head of Department each year. It is expected that arrangements concerning the practice of a discipline outside the University will be discussed with the Head of the Department during the annual planning and development review.

2.9 Apart from trivial instances, University facilities and equipment may be used in carrying on such practice only with the permission of the Head of Department or other person responsible for such facilities or equipment.

2.10 No staff member may, without the permission of the Vice-Chancellor and President (or nominee), receive a fee for teaching, acting in a consultative or advisory or professional capacity towards another department of the University, nor may a staff member accept fees for private coaching of students of the University, otherwise than as a tutor in one of the affiliated Colleges of the University.

2.11 These Rules shall apply to academic staff holding full-time tenured, tenurable and limited-term appointments and to part-time staff for the period of their employment. Staff who work less than full-time shall be entitled to a pro-rata time limit.

2.12 For those practices not classified as research contracts/grants or consultancies (for which separate conditions apply), the Head of Department is asked to ensure that any costs incurred by the Department, other than the salary of the member involved, are recovered by the Department. The Director, Finance and Infrastructure, can provide assistance in determining such costs if required.

2.13 A member of the academic staff seeking to practise his or her discipline outside the University should refer to the Outside Research Grants, Contracts and Consultancies Policy for advice on the negotiation and administration of contracts and consultancies where appropriate.