



Practice of a Discipline Outside the University by Academic Staff Procedure

IMPLEMENTATION

Aim

The University of Adelaide expects and encourages its academic staff to practice their discipline outside the University provided that their primary commitment is to the University, and that they comply with this procedure and meet the principles of the Behaviour and Conduct Policy.

In order for service with an external organisation to be considered practice of a discipline outside the University it must be:

- clearly associated with the academic staff member's discipline at the University; and
- a role for which an academic staff member receives remuneration.

Members of the University's academic staff may apply to practice their discipline outside the University for up to 52 week days in any calendar year (pro-rata) subject to the provisions of this procedure. In exceptional circumstances, an extension of the maximum number of days may be approved by the Vice-Chancellor and President.

1 Objectives

- 1.1 To prescribe the process that academic staff members must follow to practice their discipline outside the University for up to 52 week days in any calendar year (pro-rata).
- 1.2 To prescribe the process that academic staff members must follow to seek an extension of the maximum number of days, i.e. above 52 week days in any calendar year (pro-rata).

2 Scope

2.1 Inclusions

This procedure applies to academic staff holding tenured, tenurable and fixed-term appointments on both a full-time or part-time basis.

2.2 Exclusions

This procedure does not apply to:

- paid work that does not involve the practice of a discipline.
- research grants, research contracts, consultancies and hybrids of research contract and consultancy administered by the University's Research Branch or Adelaide Research and Innovation Pty Ltd which are subject to the provisions of the [Research Grants, Contracts and Consultancies Policy](#).
- professional staff members who should refer to the Outside Work Procedure (Professional Staff).

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3 Process: Conditions to engage in the practice of a discipline outside the University for up to 52 week days in any calendar year (pro-rata)

Person Responsible	Actions
<p>3.1 Academic Staff</p>	<p>a) Ensure the practice does not:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Negatively impact on your ability to perform your duties <input type="checkbox"/> Negatively impact on the actual performance of your duties <input type="checkbox"/> Represent an actual, potential or perceived conflict of interest <input type="checkbox"/> Represent a conflict of commitment <input type="checkbox"/> Compromise the University's reputation in any way <input type="checkbox"/> Commit the University nor give the impression that the University is committed on any matter <input type="checkbox"/> Result in any liability attaching to the University <p>b) Comply with the Intellectual Property Policy, Special Studies Program Policy, Research Grants, Contracts and Consultancies Policy and Conflict of Interest Procedure.</p> <p>c) Agree to indemnify the University for any action you propose to take as part of the approved activity, if relevant to the University.</p> <p>d) Obtain permission from the relevant Head of School/Branch (or nominee) for any use of University facilities, equipment or resources.</p> <p>e) Maintain a diary of time spent on the activity as the basis of a written report which must be submitted to the Head of School prior to an annual performance review meeting.</p> <p>f) Do not, without the express written permission of the Vice-Chancellor and President, accept a fee for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> teaching, acting in a consulting, advisory or professional capacity for another department of the University, or <input type="checkbox"/> private coaching of students of the University, otherwise than as a tutor in one of the affiliated residential Colleges of the University. <p>If an academic staff member seeks to practice their discipline outside the University for a period exceeding 52 weekdays in any calendar year:</p> <p>g) Treat the period beyond 52 days as leave without pay. The provisions of the Leave Entitlement Procedure will apply (unless the Vice-Chancellor and President has approved an extension of the maximum number of days as outlined in Clause 5 of this procedure).</p>

4 Process: Seek approval to engage in the practice of a discipline outside the University for up to 52 week days in any calendar year (pro-rata)

Person Responsible	Actions
<p>4.1 Academic Staff</p>	<p>a) Comply with the conditions set out in Clause 3.1 of this procedure.</p> <p>b) Apply in writing to the Head of School outlining:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how the activity is associated with your discipline and how it will benefit the University <input type="checkbox"/> the expected pattern and time limit of the activity <input type="checkbox"/> how the activity will be structured to ensure that it does not adversely impact on the performance of your primary duties to the University <input type="checkbox"/> the extent to which University property or facilities will be used in the activity <p>Note that a formal application is not required for activities totalling a maximum of five days in any calendar year. However, such activities must be discussed with the Head of School in advance.</p>

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- 4 **Process: Seek approval to engage in the practice of a discipline outside the University for up to 52 week days in any calendar year (pro-rata) (continued)**

Person Responsible	Actions
4.2 Head of School	a) Review a written application and ensure that the activity proposed complies with the conditions set out in Clause 3.1 of this procedure. Seek advice from the relevant School Committee and/or the Executive Dean as required. b) Formally advise the staff member, in writing, that their application: <ul style="list-style-type: none"> <input type="checkbox"/> Is approved subject to any specific conditions; or <input type="checkbox"/> Is not approved noting the grounds for this decision. c) Recover any costs that may be incurred by the School from the academic staff member involved (other than the salary of the academic staff member).

- 5 **Process: Seek approval for an extension of the maximum number of days permitted for the practice of a discipline outside the University, i.e. beyond 52 week days in any calendar year (pro-rata)**

Person Responsible	Actions
5.1 Academic Staff	a) Comply with the conditions set out in Clause 3.1 of this procedure. b) Apply in writing to the Head of School outlining: <ul style="list-style-type: none"> <input type="checkbox"/> How the activity is associated with your discipline and how it will benefit the University <input type="checkbox"/> Why the activity will exceed the maximum number of days permitted under this procedure <input type="checkbox"/> How the activity will be structured to ensure that it does not adversely impact on the performance of your primary duties to the University <input type="checkbox"/> The extent to which University property or facilities will be used in the activity.
5.2 Head of School	c) Review a written application and ensure that the activity proposed complies with the conditions set out in Clause 3.1 of this procedure. Seek advice from the relevant School Committee and/or the Executive Dean as required. e) Forward an application, through the relevant Executive Dean, to the Vice-Chancellor and President, noting either that it is: <ul style="list-style-type: none"> <input type="checkbox"/> Endorsed subject to any specific conditions; or <input type="checkbox"/> Not endorsed and stating the reasons why.
5.3 Area Manager	a) Review and endorse an application and forward it to the Vice-Chancellor and President for approval.
5.4 Vice-Chancellor and President	a) Consider an endorsed application noting either that it is: <ul style="list-style-type: none"> <input type="checkbox"/> Approved subject to the specific conditions; or <input type="checkbox"/> Not approved and confirming the reasons why. b) Return an approved application to the Head of School.

- 5 **Process: Seek approval for an extension of the maximum number of days permitted for the practice of a discipline outside the University, i.e. beyond 52 week days in any calendar year (pro-rata) Continued**

Person Responsible	Actions
5.5 Head of School	a) Formally advise the staff member, in writing, that their application: <ul style="list-style-type: none"> <input type="checkbox"/> Is approved subject to any specific conditions; or <input type="checkbox"/> Is not approved noting the grounds for this decision. b) Ensure an application form and any associated documentation is stored confidentially on the staff member's file.

- 6 **Process: Consequences for breaching this procedure**

Person Responsible	Actions
6.1 Academic Staff	a) Note that any breach of this procedure may result in disciplinary action in accordance with the University of Adelaide Enterprise Agreement , (as amended)

- 7 **Definitions**

Area Manager

Under the University of Adelaide Enterprise Agreement (as amended), Area Manager means Deputy Vice-Chancellors, Vice-President(s), Pro Vice-Chancellors, Executive Deans, Director Human Resources (and a person acting in these positions) and Institute Directors.

Conflict of interest

A conflict of interest arises when an individual's personal, external or financial interests, or those of a person with whom he or she has a close personal relationship, come into conflict with the performance of their duties to the University. A conflict of interest may be actual, perceived or potential.

An **actual conflict of interest** arises when there is a real conflict between an individual's duties to the University and their existing personal, external or financial interests.

A **potential conflict of interest** arises where an individual has personal, external or financial interests that could come into conflict with the performance of their duties to the University.

A **perceived conflict of interest** can exist where a third party could form the view that an individual's personal, external or financial interests could improperly influence the performance of their duties to the University, now or in the future.

Conflict of commitment

A conflict of commitment arises where the personal, external or financial interests of an individual are so significant, demanding or organised in such a way that they interfere with the performance of their duties to the University.

Practice of a discipline outside the University

In order for service with an external organisation to be considered practice of a discipline outside the University it must be:

- clearly associated with the academic staff member's discipline at the University; and
- a role for which an academic staff member receives remuneration.

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8 Useful information and resources

8.1	University related documents and policies Conflict of Interest Procedure Conflict of Interest Information Sheet Intellectual Property Policy Leave Entitlement Procedure Research Grants, Contracts and Consultancies Policy Special Studies Program Policy the University of Adelaide Enterprise Agreement , (as amended)
8.2	Related legislation Not applicable
8.3	Useful Web-links Not applicable