




DOCUMENT TYPE	D	
ACADEMIC	1	
RESEARCH AND RESEARCH TRAINING	3	
INTELLECTUAL PROPERTY	2	
NUMBER	003	
		Policy Database Document Reference Number 132003D

PERSONAL OUTSIDE WORK PROCEDURES

Parent Policy Title	Personal Outside Work Policy												
Associated Documents	Personal Outside Work Declaration Form Personal Outside Work Register Form												
Preamble	Staff members may engage in Personal Outside Work within their academic or professional competence provided that the work will not impinge on their duties to the University and that personal contractual liabilities and obligations are properly managed.												
General	Personal Outside Work regardless of whether payment is involved requires prior approval in accordance with these Procedures. University Service does not require prior approval. All approved Personal Outside Work must be recorded in a Personal Outside Work Register.												
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1. Declaration of Proposed Personal Outside Work	Staff Members proposing to engage in any Personal Outside Work, whether for payment or not, must provide the delegate with a completed and signed Personal Outside Work Declaration Form (Declaration) at least fourteen days before the Personal Outside Work is proposed to commence.												
2. Approval of Personal Outside Work by a Delegate	<p>Subject to Procedure 3 below, Delegates may approve proposals to undertake Personal Outside Work. Delegates may approve if and only if:</p> <ul style="list-style-type: none"> • they are in possession of a completed and signed Declaration; • they are satisfied that the Declaration is true and complete; and • they are satisfied that the proposed work relates to the academic discipline or professional competence of the person making the application. <p>If a Staff Member proposing to undertake Personal Outside Work fails to lodge a Declaration fourteen days before the work is proposed to commence, the Delegate has the discretion to withhold approval. Delegates also have the discretion to withhold approval if the Delegate believes that there is a risk that the proposed work may interfere with the Staff Member's ability to</p>												

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	<p>perform the Staff Member's University duties.</p> <p>Delegates may stipulate conditions as part of any approval.</p> <p>Delegates must record decisions to approve or not approve proposals, giving reasons and stipulating any conditions, by completing the Delegate's section of the Personal Outside Work Declaration Form.</p> <p>Delegates must ensure that a decision is communicated in writing to the Staff Member making the proposal at least seven days before the date on which the work is proposed to commence.</p>
3. Approval by the Vice-Chancellor	<p>The approval of the Vice-Chancellor is required where:</p> <ul style="list-style-type: none"> • the proposed Personal Outside Work is to be undertaken by a Staff Member who is not an Academic Staff Member; or • the proposed Personal Outside Work is to be undertaken by an Academic Staff Member and the Personal Outside Work Cap would be exceeded. <p>The Vice-Chancellor may approve if and only if:</p> <ul style="list-style-type: none"> • the appropriate delegate has approved in accordance with Procedure 2 above; and • the Vice-Chancellor is satisfied that the proposed Personal Outside Work is in the interests of the University.
4. Register of Personal Outside Work	<p>Deans and Heads of Administrative Divisions are responsible for ensuring that a Register is kept of all approved Personal Outside Work undertaken by Staff Members in their Faculty or Division in the form of the Personal Outside Work Register Form.</p> <p>Registers and copies of Declarations are to be maintained in confidence.</p> <p>On request, a Staff Member is to be provided with an extract from the Register showing details of Personal Outside Work approved for that Staff Member.</p> <p>Deans and Heads of Administrative Divisions are responsible for ensuring that Registers and Declarations are stored within the University's records management system.</p>
5. Exclusion of University Service	<p>University Service (whether paid or unpaid) is not Personal Outside Work and does not require approval. Under the Policy the following activities are defined as University Service:</p> <ul style="list-style-type: none"> • occasional lectures for other institutions (but not courses of lectures); • examining higher degree theses; • reviewing papers or books; • editorial work for an academic journal; • participating in or organising academic conferences; • assessing grant applications; • service of up to the equivalent of ten days per year on boards or

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	<p>committees (other than boards or committees of companies);</p> <ul style="list-style-type: none"> • occasional newspaper articles or other media contributions; • writing scholarly works, whether commissioned or non-commissioned; <p>Proposals to undertake service not falling within the types of University Service specified above ('Specified University Service'), which the Academic Staff Member believes should properly be regarded as part of academic work in the staff member's discipline, should be referred to the Delegate for a determination.</p> <p>A Delegate may determine that the proposed service is University Service if, in the Delegate's reasonable opinion, it has a similar character or purpose to Specified University Service.</p> <p>Academic Staff Members who are in doubt whether a service is University Service may seek a determination from the Delegate.</p> <p>Time spent on University Service shall not be considered for the purpose of the Personal Outside Work Cap.</p>
Status	<p>Approved by Council, 7 September 2009, Minute 393.8.2. Revised Content, prior approval Council 12/1999, m.323.2.2.</p> <p>This version of these procedures supersedes all previous versions.</p>
Approval Body	University Council
Initiating Body	Research and Graduate Studies Committee
Definitions	<p>Personal Outside Work Cap means Personal Outside Work engagements (whether paid or unpaid) entailing in aggregate a time commitment of five Working Days or more in any month or 48 Working Days or more in any calendar year.</p> <p>All other definitions have the meaning given in the Policy on Outside Work.</p>
Date Effective	7 September 2009
Next Review Date	30 th June 2011
Keywords	Outside Work, Academic Services, Consultancies, Contract, Consultancies
Owner/Sponsor	Deputy Vice-Chancellor (Research)
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