

# **GUIDELINES FOR PRIVATE WORK UNDERTAKEN BY FULL TIME TEACHING/SCIENTIST/RESEARCH STAFF**

## **1 Purpose**

- 1.1** These guidelines have been produced to clarify the operation of the Exclusivity of Service provision in the Contract of Employment for Teaching/Scientist/Research Staff. They complement the University's guidelines for research, consultancy, analytical testing and other non-mainstream work. It is important that all full time staff comply with the notification requirement set out in the procedure in Section 3 below, in order to safeguard the interests of both the individual employee and the University.

## **2 Policy**

- 2.1** External private work which is supportive of staff's professional responsibilities is encouraged by the University, subject to the following conditions:-

- The University must be informed before the individual enters into an obligation to undertake external work or consultancy. (This requirement does not apply to external examining, acting as an assessor or moderator, the production of scholarly works such as books, articles and papers, or acting as a professional or academic commentator in the media).
- The work must not use University resources and must be done off-site.
- There is no conflict of interest with the individual's position in the University.
- The individual's ability to perform their base work-load must not be inhibited.
- The individual may not use the University's name in order to obtain the work. e.g. by using the University's headed notepaper.

- 2.2** The University has the sole discretion, within the contract of employment, to require individuals not to undertake private work but will not make such requirements unreasonably. Consideration will be given to:-

- The balance of activities between contractual baseload, (including Research and Scholarly Activity) and input of time and effort to the proposed private work. The balance must not be to the detriment of the University.
- The necessity to ensure (as far as possible) that any proposed private work does not generate stresses which would impair the performance of the University contract.
- The likely academic, professional or financial benefit which accrues to the individual if the proposed work is undertaken. This consideration will be greatly assisted if the individual shares in confidence with the University details of each aspect of benefit. Where individuals choose not to share such details, the University may make reasonable assumptions of likely benefits and incorporate them in its overall consideration.

- The expected duration of the obligation to both the proposed private work and the University contract and whether either or both arrangements have prospects for reviews and/or termination.

**2.3** External private work, whether paid or not, which is unrelated to the member of staff's professional activities at work need be declared only in the following circumstances:-

- a. where its extent is such that it may prevent the member of staff from carrying out his/her duties satisfactorily;
- b. where the nature of the work is such that if it became public it could be damaging to the University; or
- c. where the work involves an actual or potential conflict of interest with the University.

If a member of staff has any reasonable doubt, the University should be notified in accordance with this policy.

### **3 Procedure**

- 3.1** Subject to paragraph 2.3 above, if new external private work is proposed a notification form (attached as Annex A) should be completed by the member of staff concerned and submitted to their senior line manager (normally Faculty Pro Vice-Chancellor/Director of Institute).
- 3.2** The senior line manager will then ensure that the conditions for undertaking external work are appropriately met. The senior line manager should consult with the individual if there are points which require clarification and may check with the Director of GRE if there are any doubts.
- 3.3** The senior line manager will sign and return the notification form within 5 working days, indicating the University's formal approval or non-approval of the proposed external work. A copy of the form will be retained within the Faculty/Institute securely and in confidence.
- 3.4** In the event of approval not being given the line manager should give reasons in writing to the member of staff concerned. The member of staff shall have the right of appeal to the Vice Chancellor.
- 3.5** For new staff all existing external private work should be declared.

### **4 Notes**

- 4.1** These guidelines are written within the framework of the Contract of Employment for Staff and are intended to clarify but not override the contractual provisions.
- 4.2** Any queries concerning interpretation of these guidelines should be referred initially to the Executive Director of People.

**TO BE RETURNED TO FACULTY PRO VICE-CHANCELLOR/DIRECTOR OF  
INSTITUTE**

**CONFIDENTIAL RECORD OF PRIVATE WORK  
NOTIFICATION AND RESPONSE  
(for full time Teaching/Scientist/Research Staff)**

**Name:**

**Date of Notification:**

**Faculty/Institute:**

**Part 1**

**Details of private work**

- a) Nature of work.
  
  
  
  
  
  
  
  
  
- b) Expected duration of commitment.
  
  
  
  
  
  
  
  
  
- c) Expected total time commitment.
  
  
  
  
  
  
  
  
  
- d) Expected timings of commitment (eg evenings\weekends\annual leave period).
  
  
  
  
  
  
  
  
  
- e) Expected benefits (ie academic, professional and financial). Completion of this section is optional but will assist consideration of the case.

**Signed (originator):**

**Date:**

## **Part 2**

**Consideration has been given as set out in the University's Guidelines for Private Work Undertaken by Teaching/Scientist/Research Staff.**

The proposed obligation is supported\not supported.

NB (i) FULL REASONS MUST BE SET OUT IF THE PROPOSAL IS NOT SUPPORTED.

(ii) COMMENT MUST BE MADE IF ANY CONCERN IS FELT ABOUT POTENTIAL CONFLICT OF INTERESTS OR IMPAIRMENT OF CONTRACTUAL OBLIGATIONS.

**Signed (Line Manager):**

**Date:**

(who should comment on any conflicts of interest or any issues relating to the performance of the baseload.)