1 Purpose and application

These procedures are to give effect to the *Outside Earnings of Academic Staff Policy 2011* ("the policy").

These procedures apply to:

(a) all academic staff;
(b) applications for release from duties to participate in Private Professional outside Earnings Activities.

2 Commencement

These procedures commence on 1 June 2011.

3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Note: See clauses 6 of the policy.

4 Applying for approval to engage in outside earnings

(1) Applications for approval to engage in private professional outside earnings activities must be made on the standard application form.

   [Declaration of External Interests]

(2) The application must be endorsed by the staff member’s supervisor and approved by the relevant delegate in accordance with *University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016*. 
Applications for approval to engage in university commercial outside earnings activities must be made on the standard application form:

Permission to conduct University Commercial Outside Earnings Activities

The application will be endorsed by the staff member’s supervisor and approved in accordance with the Guidelines Concerning Commercial Activities.

University commercial activities must be conducted through University standard form agreement templates (contracts).

(a) Any variation from the standard form must be approved by the Office of General Counsel and Commercial Development and Industry Partnerships.

(b) Information about requirements for University’s commercial activities may be obtained from Commercial Development and Industry Partnerships.

Income generated from private professional activities

Income generated from private professional activities cannot be paid into University accounts unless formally donated to the University as a whole.

Staff should contact their Faculty Finance Officer for procedures for donating money to the University.

Declaring outside earnings activities as external interests

Outside earnings activities must be declared as external interests in the manner provided in the External Interests Policy 2010.

NOTES

Outside Earnings of Academic Staff Procedures 2011

Date adopted: 1 June 2011
Date commenced: 1 June 2011
Date amended: 1 June 2017 (administrative amendment only)
17 February 2020 (administrative amendments only)
Administrator: Director Human Resources
Review date: 1 December 2021
Related documents:

The University of Sydney Enterprise Agreement 2018-2021
Guidelines Concerning Commercial Activities
University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016
Intellectual Property Policy 2016
**AMENDMENT HISTORY**

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>References and links to the Enterprise Agreement; Honorary Titles Policy and Procedures; and Commercial Development and Industry Partnerships updated</td>
<td>16 May 2014</td>
<td></td>
</tr>
<tr>
<td>Clarify ambiguities in the eligibility and approval criteria; time allowed for private professional work; and use of University logo</td>
<td>6 September 2016</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Updating of references to positions, updating references and hyperlinks to other documents, minor amendment for clarification, new subclause 4(5)(1)</td>
<td>1 January 2017</td>
</tr>
<tr>
<td>9</td>
<td>Previous clause relating to use of University logo deleted and new clause relating to outside earnings activities as external interests added</td>
<td>1 January 2017</td>
</tr>
<tr>
<td>4(2); related documents</td>
<td>Updating references to University of Sydney (Delegations of Authority) Rule 2016</td>
<td>1 June 2017</td>
</tr>
<tr>
<td>4(1) related documents</td>
<td>Updating reference to the standard application form to the Declaration of External Interests form</td>
<td>17 February 2020</td>
</tr>
<tr>
<td>8,9</td>
<td>Re-numbering clauses 8 and 9 to 5 and 6</td>
<td>17 February 2020</td>
</tr>
<tr>
<td>Title</td>
<td>Date commenced corrected to 1 June 2011 from 2 June 2011 to reflect information contained in policy register</td>
<td>17 February 2020</td>
</tr>
</tbody>
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