OUTSIDE EARNINGS OF ACADEMIC STAFF PROCEDURES 2011

Issued by: Director, Human Resources

Date: 2 June, 2011

Signature:

Name: Colin Streeter

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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 clause 6 of the policy

4 Apply 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:

Permission to conduct Private Professional Outside Earnings Activities

(2) The application must be endorsed by the relevant Unit Head and approved by the Executive Supervisor in accordance with University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010 Delegation 6.17.

(3) 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

(4) The application must be endorsed by the relevant Unit Head and approved in accordance with the Commercial Activities Guidelines.

(5) University commercial activities must be conducted through standard Sydnovate agreements (contracts). Information regarding policies and procedures relating to the University's commercial activities may be obtained from Commercial Development and Industry Partnerships.

8 Income generated from private professional activities

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

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

9 Use of University logo

(1) The University logo must not be used in connection with a staff member's private professional activities except as provided in the policy.

(2) Staff seeking approval to use the University logo must complete the relevant section of the *Permission to conduct Private Professional Outside Earnings Activities form.* A draft example of the proposed letterhead, incorporating the University logo, must be included to ensure compliance with clause 10 of the policy.

10 Outside earnings constitute external interests

Outside earnings activities must be declared as external interests as required by the *External Interests Policy 2010*.

NOTES

Outside Earnings of Academic Staff Procedures 2011

Date adopted:

Date registered:

Date commenced: 1 June 2011

Administrator: Director Human Resources

Review date:.

Related documents:

- The University of Sydney Enterprise Agreement 2013 -2017
- Guidelines Concerning Commercial Activities
- University of Sydney (Delegations of Authority - Administrative Functions) Rule 2010
- University of Sydney (Intellectual Property) Rule 2002 (as amended)
- The University of Sydney (Library) Rule 2011
- Code of Conduct - Staff and Affiliates
- External Interests Policy 2010
- Honorary Titles Policy 2013
- Honorary Titles Procedures 2013
- Use of University Information and Communications Technology Resources (ICT Resources) Policy
- Finance and Accounting Manual
- AWA Handbook and individual AWAs.

University of Sydney policies can be accessed on the Policy Register http://sydney.edu.au/policies/

AMENDMENT HISTORY

Provision	Amendment	Commencing
	References and links to the Enterprise Agreement; Honorary Titles Policy and Procedures; and Commercial Development and Industry Partnerships updated.	16 May 2014