

OUTSIDE EARNINGS OF ACADEMIC STAFF PROCEDURES 2011

Issued by: Provost and Deputy Vice-Chancellor
Date: 2 June 2011
Date last amended: 1 June 2017 (administrative amendments only)
Signature:
Name: Professor Stephen Garton

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 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:
[*Permission to conduct Private Professional Outside Earnings Activities*](#)
- (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*](#) .
- (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 staff member's supervisor and approved in accordance with the [Guidelines Concerning Commercial Activities](#).
- (5) 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](#).

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 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: 2 June

Date registered:

Date commenced: 1 June 2011

Date amended: 1 June 2017 (administrative amendment only)

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 2016*](#)

[*Intellectual Property Policy 2016*](#)

[*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](#)

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
	Clarify ambiguities in the eligibility and approval criteria; time allowed for private professional work; and use of University logo	6 September 2016
4	Updating of references to positions, updating references and hyperlinks to other documents, minor amendment for clarification, new subclause 4(5)(1)	1 January 2017
9	Previous clause relating to use of University logo deleted and new clause relating to outside earnings activities as external interests added	1 January 2017
4(2); related documents	Updating references to University of Sydney (Delegations of Authority) Rule 2016	1 June 2017