



# OUTSIDE EARNINGS OF ACADEMIC STAFF PROCEDURES 2011

Issued by: Provost and Deputy Vice-Chancellor  
Dated: 1 June 2011  
Date amended: 17 February 2020 (administrative amendments only)  
10 January 2022 (commencing 1 February 2022)  
17 August 2023 (administrative amendments only)  
15 May 2024 (administrative amendments only)

Signature:

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Current document approver: Chief Human Resources Officer

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## 1 Purpose and application

- (1) These procedures are to give effect to the [Outside Earnings of Academic Staff Policy](#) (“the policy”).
- (2) 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 activities

- (1) Applications for approval to engage in **private professional outside earnings** activities must be made on the: [Declaration of External Interests form](#).



- (2) The application must be endorsed by the staff member's supervisor and approved by the relevant delegate in accordance with [University of Sydney \(Delegations of Authority\) Rule](#).
- (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 Research Post Award Management Team.
  - (b) Information about requirements for University's commercial activities may be obtained from [Research Commercialisation Team](#).

**Note:** See [Outside Earnings Flowchart](#) and [FAQs](#).

## 5 Income generated from private professional activities

- (1) Income generated from private professional activities cannot be paid into University accounts.

**Note:** See [Outside Earnings Flowchart](#) and [FAQs](#).

## 6 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](#).

**Note:** See [Declaration of External Interests form](#), and [Outside Earnings Flowchart](#) and [FAQs](#).

## 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)
	10 January 2022 (commencing 1 February 2022)
	17 August 2023 (administrative amendments only)
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Original administrator: Director Human Resources



Current document owner: Chief Human Resources Officer

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Related documents:

[\*The University of Sydney Enterprise Agreement 2023-26\*](#)

[\*Guidelines Concerning Commercial Activities\*](#)

[\*University of Sydney \(Delegations of Authority\) Rule\*](#)

[\*Health Clinics and Clinical Services Policy\*](#)

[\*Intellectual Property Policy\*](#)

[\*The University of Sydney \(Library\) Rule\*](#)

[\*Staff and Affiliates Code of Conduct\*](#)

[\*External Interests Policy\*](#)

[\*Honorary Titles Policy\*](#)

[\*Honorary Titles Procedures\*](#)

[\*Acceptable Use of 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
4(1) related documents	Updating reference to the standard application form to the Declaration of External Interests form	17 February 2020



<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
8,9	Re-numbering clauses 8 and 9 to 5 and 6	17 February 2020
Related documents	Updating reference to Enterprise Agreement 2018-2021 and Acceptable Use of ICT Resources Policy 2019	17 February 2020
Title	Date commenced corrected to 1 June 2011 from 2 June 2011 to reflect information contained in policy register	17 February 2020
4(1)	Link updated	1 February 2022
4(5)(a) & (b)	Administrative amendment -references to research teams updated	1 February 2022
4; 5; 6	Note added for flowchart and FAQs	1 February 2022
5(1)	Amended to remove donations	1 February 2022
Related documents	Updated reference and link to new Enterprise Agreement 2023-26	17 August 2023
Throughout	Administrative amendments to remove the year in policy references	15 May 2024