



# REGULATIONS ON OUTSIDE EARNINGS

Procedure No: 15

Revision: 3

Sheet of : 1 of 4

Date of Issue:

June 2008

## 1. **PURPOSE**

To define College policy and information requirements for academic staff who receive remuneration for activities undertaken outside College.

## 2. **POLICY**

Academic staff are appointed on the basis that they may not undertake paid outside work unless they have received the permission of the Board to do so on the terms and conditions agreed for the particular undertaking in question. Exceptions to this are the occasional giving of lectures elsewhere, the writing of books and occasional literary matter, and external examining. Specific contractual arrangements exist limiting the right of clinical consultant staff to engage in private practice. While the standard contractual arrangement on outside earnings is intentionally restrictive it has been, and remains, College policy to encourage links between academic staff and outside agencies where the undertaking is work-related and serves to increase the staff member's skills and experience in such a way as to strengthen teaching and research. Involvement in outside work must, of course, be subject to the provisions of the College Statutes and to the over-riding priority that there be no reduction in commitment to the teaching, research, examination and administrative duties fundamental to an academic appointment.

In order to provide professional indemnity cover for members of academic staff the College Insurers have requested that a return be made by the College in respect of external work/consultancy undertaken.

## 3. **PROCEDURES**

The following procedures apply:

- 3.1 All academic staff members who receive remuneration for outside work will be issued with a form asking them to indicate, inter alia, the nature, amount of actual time involvement, and duration of external work undertaken. Such staff will be

required to complete an annual return in this regard. An appropriate form is attached. Academic staff who do not engage in outside work need not make a return.

3.2 Within four weeks of the issue of forms to all academic staff each staff member will be formally advised that a return has been received or in the case where no form has been returned that none has been received and in this latter case no insurance cover will be provided to indemnify such staff in the event that work is undertaken.

3.3 Permission to engage in paid outside activity should be sought from the Head of School, who may grant permission in cases where the following conditions are met:-

(i) the work must be appropriate, that is to say, it should increase the staff member's skills and experience in such a way as to strengthen teaching and research. It should provide a link to the world of business, industry, the professions or government which is beneficial to the College and its students, and which is not otherwise achievable under standard research contract arrangements or in the context of public duty. Outside work should not be simply a means of increasing income.

(ii) the time spent on the undertaking does not interfere with the performance of normal duties of full-time staff and the additional time involvement does not exceed the equivalent of 20% of the normal working week.

(iii) appropriate provision is made from earnings generated in the undertaking for a proper return to College for resources used.

3.4 All proposals approved by the Head of School should be notified to the Provost on the form attached.

The Provost may, at his discretion, consult internally or externally in this regard.

3.5 School Heads should raise their own proposals with the Dean of the Faculty who should proceed as in 3 above. Deans should raise their proposals directly with the Provost.

3.6 Heads of Schools will undertake an annual review of all permission granted in their School.

3.7 Permissions sought for undertaking outside the above framework should be discussed in the first instance with the Head of School as the case may be and subsequently referred to the Provost. The College is prepared to consider new

forms of contract for members of staff who may wish to make a lesser commitment to College and who wish to spend more time on external work.

- 3.8 An appropriate return will be made annually to the College's Insurers.
- 3.9 Information gained under the annual reporting system will, subject to the foregoing, be confidential.

*CONFIDENTIAL*

**REGULATIONS ON OUTSIDE EARNINGS**

**ANNUAL FORECAST**

TO: .....(Head of Department)

FROM:.....(please print your name) Prof \_\_\_ Dr \_\_\_ Mr \_\_\_ Ms\_\_\_  
(Please tick as appropriate)

DATE:.....

Permission is sought to engage in the following external paid activity under the terms of the Board's regulations on Outside Earnings (revised November 1993).

NATURE OF WORK:.....  
.....  
.....

FORECAST OF APPROXIMATE WEEKLY TIME INVOLVEMENT IN ACADEMIC YEAR  
20.../20 .....

ESTIMATED ANNUAL INCOME FROM OUTSIDE EARNINGS .....

DURATION OF UNDERTAKING:.....

SIGNED:.....DATE:.....

EMAIL ADDRESS .....

DISCIPLINE:(please print) .....

SCHOOL: (please print) .....

I have approved the above application on the basis of the information set out above.

Signed:.....(Head of School)      Date:.....

A copy of each approval should be lodged with the Provost's Office