



## **PRACTICE OF A DISCIPLINE OUTSIDE THE UNIVERSITY PROCEDURE (ACADEMIC STAFF)**

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### **1. OVERVIEW**

The University of Adelaide supports academic staff to practice their discipline outside the University provided that the staff member's primary responsibility and commitment is to the University of Adelaide. In undertaking such activities, academic staff must comply with both this procedure and the [Behaviour and Conduct Policy](#).

This procedure establishes the principles and requirements placed on academic staff who practice their discipline outside the University, including prescribing the process for requesting an extension to the maximum number of days in which they are permitted to practice their discipline.

### **2. SCOPE AND APPLICATION**

This procedure applies to all academic staff. It does not apply to:

- Paid work that does not involve the practice of a discipline
- Research grants, research contracts, consultancies
- Hybrids of research contract and consultancy administered by the University's Research Branch or Adelaide Research and Innovation Pty Ltd, which are subject to the provisions of the [Research Grants, Contracts and Consultancies Policy](#)
- Professional staff members.

Behaviour and Conduct Handbook	Practice of a Discipline Outside the University Procedure	Effective Date:	20 February 2024	Version 1.0
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### 3. PRINCIPLES

Academic staff members may practice their discipline outside the University for up to 52 week days in any calendar year (pro-rata). Applications are to be submitted to the Faculty Executive Director.

In exceptional circumstances an extension may be granted by the Vice-Chancellor and President.

To be considered practice of a discipline outside the University, activities must be:

- Clearly associated with the academic staff member's discipline at the University
- A role for which the academic staff member receives remuneration.

### 4. PROCEDURES

Academic staff are required to meet all conditions for practice of a discipline outside of the University.

#### 4.1 Academic staff must:

- Comply with the [Intellectual Property Policy](#), [Behaviour and Conduct Policy](#), [Code of Conduct](#), [Research Grants, Contracts and Consultancies Policy](#), [Conflict of Interest Procedure](#), and [Special Studies Program Procedure](#)
- Agree to indemnify the University for any action which is proposed to be undertaken as part of the approved activity if relevant to the University
- Obtain permission from the relevant Head of School/Branch for any use of University facilities, equipment, or resources
- Maintain a diary of time spent on the activity as the basis of a written report which should be shared with the Head of School prior to the academic staff member's PDR discussion.

#### 4.2 Academic staff are required to ensure the practice does not:

- Negatively impact on their ability to perform their duties for the University
- Negatively impact on the actual performance of their duties to the University
- Represent an actual, potential or perceived conflict of interest
- Represent a conflict of commitment
- Compromise the University's reputation in any way
- Commit the University nor give the impression that the University is committed on any matter
- Result in any liability attaching to the University.

**Except with the express written permission of the Vice-Chancellor and President, academic staff are not permitted to:**

- Accept a fee for teaching, acting in a consulting, advisory, or professional capacity for another department of the University
- Undertake private coaching of students of the University other than as a tutor in one of the affiliated residential colleges of the University.

### 4.3 Applying to practice a discipline outside of the University

The staff member is to discuss their intention with the Head of School and seek their written approval prior to undertaking the practice of discipline.

A written application is not required for activities totalling a maximum of five days in any calendar year.

For periods exceeding five days, the staff member is to apply in writing to the Head of School, detailing:

- The activities to be undertaken
- How the activity is associated with their discipline and how it will benefit the University
- The expected work pattern and duration of the activity
- How the staff member will structure their activities to minimise any impact on their primary duties to the University
- The extent to which the staff member proposes to use University property, resources, and facilities in this activity.

### 4.4 Head of School responsibilities

The Head of School is to discuss the academic staff member's proposal with them and provide guidance as required.

They will then consider the written application upon receipt, ensuring that the proposed activity complies with conditions set out in 4.3.

If required, the Head of School will seek advice from the relevant school committee and/or the Executive Dean.

The Head of School will then:

- Advise the staff member that their application is approved, detailing the specific conditions of the arrangement
- Decline their request in writing, detailing the reason for the decision
- Take steps to recover any costs that may be incurred by the school as a result of the arrangement other than the academic staff member's salary.

### 4.5 Practice of a discipline for more than 52 days or pro-rata

In exceptional circumstances an extension to the maximum number of days may be granted by the Vice-Chancellor and President through the Head of School. The proposed arrangement must comply with the conditions outlined in 4.1 to 4.4 of this procedure. The request should describe why the activity will exceed the maximum of 52 days per calendar year for a full time academic or pro-rata.

Any approved days that exceed 52 days per calendar year should be taken as leave without pay (LWOP).

The provisions of the Leave Entitlement Procedure will apply to the additional days unless otherwise approved in writing by the Vice-Chancellor and President.

The Head of School will review the request and either:

- Endorse the request and forward to the Executive Dean or Area Manager for their endorsement and for the approval by the Vice-Chancellor and President, or
- Decline to endorse the request and provide the reasons to the academic staff member.

The Vice-Chancellor and President will consider the request endorsed by both the Head of School and Executive Dean/Area Manager and will either:

- Approve the request, or
- Decline the request and return the form to the Head of School.

The Head of School will notify the academic staff member of the outcome, any conditions, or the reason that the request has been declined.

#### 4.6 Breaches of this procedure

Any breach of this procedure may result in disciplinary action in accordance with the [University of Adelaide Enterprise Agreement 2023-2025](#) (as amended).

## 5. DEFINITIONS

### Area Manager

An Area Manager means a Deputy Vice-Chancellor, Vice-President, Pro Vice-Chancellor, Executive Dean, Chief Operating Officer, Executive Director Human Resources, and an Institute Director.

### Conflict of interest

A conflict of interest arises when an individual's personal, external, or financial interests, or those of a person with whom he or she has a close personal relationship come into conflict with the performance of their duties to the University. A conflict of interest may be actual, perceived, or potential.

An **actual conflict of interest** arises when there is a real conflict between an individual's duties to the University and their existing personal, external, or financial interests.

A **potential conflict of interest** arises where an individual has personal, external, or financial interests that could come into conflict with the performance of their duties to the University.

A **perceived conflict of interest** can exist where a third party could form the view that an individual's personal, external, or financial interests could improperly influence the performance of their duties to the University, now or in the future.

### Conflict of commitment

A conflict of commitment arises where the personal, external, or financial interests of an individual are so significant, demanding, or organised in such a way that they interfere with the performance of their duties to the University.

## 6. USEFUL INFORMATION AND RESOURCES

### 6.1 University related documents

[Behaviour and Conduct Policy](#)

[Code of Conduct](#)

[Conflict of Interest Procedure](#)

[Intellectual Property Policy](#)

[Leave Entitlement Procedure](#)

[Research Grants, Contracts and Consultancies Policy](#)

[Special Studies Program Procedure](#)

[The University of Adelaide Enterprise Agreement 2023-2025 \(as amended\)](#)