

University of Queensland

Application for Permission to Conduct Private Academic Related Outside Work

This application should be completed in accordance with the provisions of the University’s policy on *Outside Work and Business Interests for University Staff*. Staff intending to undertake a Private Academic Related Outside Work should consult the policy prior to completion of this application located on the web at <http://www.uq.edu.au/hupp/>

Private Related Outside Work involves academic staff undertaking paid outside work related to their discipline in their own capacity, independent of the University. The arrangement is between the staff member and the party seeking the service. Such work must not involve the use of the University’s name. The University accepts no liability for any matters arising out of these arrangements. In such cases, staff members are not covered by University insurance policies (e.g. worker’s compensation, public liability, professional liability) and must hold their own current policies.

Section A: To be completed by the Staff Member

Staff Member¹ (Title and Name):.....

School:.....

Brief description of the proposed **Private Academic Related Outside Work**:

.....
.....
.....
.....
.....

Duration of Activity (one year maximum approval period):

Total Time Involved (maximum 200 hours per six month period)

.....hours

Date From: Date To:

Proposed Use of University Resources (specify equipment, facilities or other resources and time required):

.....
.....
.....
.....

Certification by Staff Member:

I, (name).....hereby certify that:

1. The proposed Private Related Outside Work is **not**:
 - competing with services otherwise provided by the University, **nor** within an area that would normally be held to be offered by the University on a commercial basis, or;
 - creating unfair competition with my profession outside the University, or with any external community activity.
2. I have Professional Indemnity Insurance coverage covering all potential damage or loss that may be sustained as a result of negligence carried out in the course of performing this private activity. Note: where the activity may be conducted outside Australia this insurance is valid for the relevant jurisdiction.
3. I undertake to ensure that the Professional Indemnity Insurance coverage is kept current during the period of this Private Related Outside Work.

¹ Where Private Academic Related Outside Work is to be conducted by more than one staff member each person must complete an Application for Permission to Conduct Private Academic Related Outside Work Form.

4. No University letterhead, stationery, postal address, phone number, fax number, e-mail address or Web address is to be used, nor any other information which might associate the University with the Private Related Outside Work in any way.
5. In performing this activity I will not exceed the total time available to me to conduct outside earnings (200 hours in a six month period: 1 January to 30 June; 1 July to 31 December) and will record the hours worked in my Academic Portfolio of Achievement.
6. The work shall not interfere with the efficient discharge of my responsibilities in teaching, in supervision of research students and in administration; nor shall it interfere with my personal research to such extent that research productivity is reduced.
7. The work shall be conducted in such a way that my academic responsibilities always remain paramount. I undertake to be readily available to other staff and students, in accordance with the agreed policies of my School.
8. No University resources will be used in the performance of the private activity, other than as approved and paid for in accordance with this application.
9. I have made clear to the person or body for whom the Private Related Outside Work is being performed that the University is not a party and accepts no liability for the work undertaken.

Signed:.....Date:.....
(Staff Member)

Section B: To be completed by the Head of School/University/Faculty Centre Director

Certification

I(name).....hereby certify that:

- (i) The activity described in Section A is Private Academic Related Outside Work in accordance with the University’s policy on *Outside Work and Business Interests For University Staff*.
- (ii) The applicant is satisfactorily performing his/her normal duties of employment in accordance with his/her contract of employment and this activity will not prevent the applicant from fulfilling his/her normal duties.
- (iii) The work will be undertaken within the applicant’s total allowable time for all Private Academic Related Outside Work.
- (iv) No University resources will be used in the conduct of the Private Academic Related Outside Work, except as specified in Section C.
- (vii) I am not aware of any conflict of interest between the staff member’s Private Related Outside Work and his/her University duties.

Approved/Not Approved²

Signed Date:
Name:
Appointment:

Section C: To be completed only if use of University Resources Approved:

(Advice on costing can be obtained from Research and Commercial Section - Business Services, or relevant Faculty Innovation and Commercial Development Manager)

<u>Resource</u>	<u>Cost Per Hour /Unit</u>	<u>Estimated Hr/Units</u>	<u>Total Cost</u>
.....
.....
.....
.....
.....
		Total:

Limitations, if applicable, when resources can be used:

² Approval from Executive Dean required for a part-time academic staff member in exceptional circumstances or from the Head of School/Centre Director and Chief Investigator, where relevant, for a research-only academic staff member.