

CONDITIONS OF EMPLOYMENT GOVERNING ACADEMIC STAFF

APPENDIX 7 (Academic): OUTSIDE ACTIVITIES

1. The University re-affirms its commitment to encourage its academic staff to become involved in relevant outside activities. It recognises that such activities may earn revenue for the University and also that positive contacts with public bodies, the professions, commerce and industry in ways which are relevant to the teaching and research work of a member of staff increase the usefulness of that work and help to keep the University in continuing touch with the outside world. At the same time the University must as an employer preserve its duty effectively to have knowledge of, and where abuse or possible abuse exists, to control the amount of outside work undertaken by academic staff where this either causes a conflict of interest or is inconsistent with full-time status of that member of staff. Where University resources have been used significantly in the course of undertaking outside activities the University is entitled to be reimbursed in respect of the cost of this use.
2. Academic staff wishing to engage in outside activities whether paid or unpaid must first obtain authority to do so and provide such information as is required to enable a decision to be made. Application on the prescribed form shall be made to the Head of School.
3. i) "Outside activities" do not include activities undertaken as the normal spare time activities of a citizen such as those associated with membership of voluntary, political, religious, cultural, trade union or social organisations. They do include all working activities of a member of staff undertaken wholly or partly outside the employment of the University of Birmingham (other than in the normal course of contractual duties including any contractual duty to undertake and publish research) and whether paid or unpaid, except:
 - a. Work totally unrelated to the nature of the employment of the member of staff provided that work, if called into question, does not in the opinion of the Head of College/Head of School significantly interfere with the contractual duties of that member of staff;
 - b. Work of an ad hoc nature occupying a single short period of time or, unless called into question, continuing work occupying insignificant time, provided that there is no conflict of interest;
 - c. Work carried out while on approved leave from the University;
 - d. Any appointment as an External Examiner, as an assessor for a higher degree or the qualification of a professional society, as a member of any committee of a learned society, research council or other government organisation, as editor of a scientific or other scholarly publication or as holder of an office whose duties involve similar editorial work, but excepting any such appointment which involves such a high proportion of the time of the member of staff that his or her availability for normal teaching, research and administration duties may be affected;
 - e. Subject to paragraph 3 (ii) below, any continuing public appointment such as an appointment as Justice of the Peace (provided that before accepting such an appointment the position is discussed with the Head of School who shall also inform the Head of College);
- ii) Where a member of staff stands as a candidate in a parliamentary or local government election, as staff are entirely free to do, the Head of School and the Head of College must be informed. If elected, the member of staff shall inform the Head of College who may wish to discuss the position.
4. In arriving at a decision whether a member of staff may become involved in outside activities the following considerations will generally be taken into account, together with any other considerations which may be relevant.

- f. The value of the activity to the academic work of the member of staff, to the School and to the subject of study, and the value of the member of staff's special knowledge as a contribution to society.
 - g. The benefit to the University of the increased contact with the professions, industry and the outside world.
 - h. The benefit to the University of attracting or retaining high-grade staff in a competitive situation by allowing them to undertake such work.
 - i. The extent to which the outside activities are consistent with the contractual duties of the member of staff.
 - j. The difficulties which may be caused if a member of staff undertakes such a commitment to outside activities as to be detrimental to his or her University work, or to add to the burden of colleagues.
 - k. Any conflict of interest between the member of staff and/or the outside body with which the arrangements are being made on the one hand and the University on the other. The term "conflict of interest" is to be interpreted in the normal business sense, and is not intended to restrict the lawful rights of members of staff in relation to political, trade union, religious or similar activities.
5. Permission to engage in any outside activities which will involve use of University facilities will be made subject to reimbursement to the University of the cost at a rate approved by the Director of Finance.
 6. Where the Head of School considers the extent of the outside activities in which a member of staff intends to engage, or has engaged, is inconsistent with the extent of his or her contractual duties, the matter shall immediately be brought to the attention of the Head of College. The Head of College may then discuss the position with the member of staff concerned, with a view, where appropriate, to reaching agreement on revised terms of employment.
 7. Outside activities exceeding 30 working days in any year inconsistent with full time employment by the University. "Working days" means Mondays to Fridays inclusive throughout the calendar year although any member of staff who is engaged in timetabled contractual duties on Saturdays and Sundays may have an equivalent number of other days (falling between Monday and Friday inclusive) disregarded for these purposes. The term "working days" also excludes holiday entitlement which for these purposes means 25 days and such other days on which the University is officially closed. The number of "working days" will be pro-rated for part time staff
 8. If a member of staff is aggrieved by a decision to refuse permission to engage in outside activities under paragraph 2 above the matter may be raised in writing with the Pro Vice Chancellor with responsibility for staffing matters who, either personally or via a nominee, may confirm, reverse or vary the decision. A member of staff who remains dissatisfied thereafter may invoke the grievance procedure.

University Consultancy Service

9. Academic staff who may wish to engage in outside activities are reminded that the University operates a consultancy service through University of Birmingham Enterprise Limited. The service provides the following facilities: assistance with the negotiation of contracts, co-ordination of multi disciplinary support, use of the University's name and image, professional indemnity insurance, a register of consultancy expertise, invoicing of clients and debt chasing. Further information is available from the Managing Director of University of Birmingham Enterprise Limited.

Approved by Council, 27 June 2012