



LEEDS
BECKETT
UNIVERSITY

External Work for Lecturing Employees Policy and Procedure

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Policy and Procedure

1. Introduction

- 1.1 This is the policy and regulations associated with the approval and registration of external work for Lecturers, Senior Lecturers and Principal Lecturers. It is the policy of our University to give full encouragement to members of staff to develop and strengthen links outside our University. The purpose of this is to enhance the effectiveness of teaching and research, and to generate income.
- 1.2 Work for outside agencies and organisations will normally be undertaken through and on behalf of our University. However, staff may, where appropriate, undertake external work in a personal capacity.
- 1.3 This section is primarily concerned with external work, the formal definition of which is given below.
- 1.4 All references to a Dean in this document will include any authorised nominee within the School concerned.

2. Definition and Overview

- 2.1 Teaching staff are subject to a qualified exclusivity of service contractual clause. Under this clause all external work must be approved by our University.
- 2.2 External work is defined as paid work undertaken by an employee in a personal capacity, either in an employee's own name or through any company or organisation of which the employee is a shareholder or member/director/ partner, for any organisation or body, other than Leeds Beckett University or any associate company operating under Leeds Beckett University Enterprises Ltd.
- 2.3 By way of exception, these provisions do not apply to the following:
 - External examining (see Note 1)
 - Acting as assessor or moderator (see Note 1)
 - The production of scholarly works such as books, articles and papers
 - Other comparable scholarly activities which may be specified in the appendix to these regulations from time to time as not coming within these provisions.
- 2.4 However, where it is intended to use any of the facilities of our University in connection with the above activities, then prior approval is required in accordance with these procedures.
- 2.5 Note 1: These exceptions apply only when the work is for Universities, Colleges of Further and Higher Education, School Examination Bodies and recognised Professional Bodies.
- 2.6 Activities of a nature which can clearly be undertaken in a staff member's spare time do not come within these regulations provided they do not interfere with the performance

of the staff member's professional responsibilities, or compete or conflict with our University's activities, or use our University's name, reputation or facilities in any manner. Members of staff who are in doubt as to the propriety of an undertaking and/or the extent of any such spare time activity should consult their Dean

2.7 Where staff members are conducting external work (by definition in a personal capacity), notwithstanding that permission has been given by the Dean to the staff member concerned, our University shall not be liable or responsible in any way for the advice given or results provided. The staff member is required to write to the person or body for whom the external work is being undertaken informing them that he or she is acting in a personal capacity, is not an agent of our University and our University cannot in any circumstances be responsible for the work. In such cases staff members must not use University stationery, nor may a University address or telephone number be quoted in dealing with an external contracting party.

2.8 MEMBERS OF STAFF ARE REMINDED THAT ENGAGING IN EXTERNAL WORK WITHOUT CONSENT OR IN BREACH OF THESE REGULATIONS WILL BE TREATED AS A DISCIPLINARY MATTER.

3. Policy and Regulations

3.1 Whilst it is the policy of our University to encourage members of staff to develop and strengthen links outside our University, the approval of any ensuing work will depend on whether that work will:

- Interfere with the performance of an employee's professional responsibilities.
- Compete or conflict with the interests of our University.

3.2 In both cases our University may at its sole discretion require the individual not to undertake the work; such a requirement will not be made unreasonably, will be subject to full consultation with the individual concerned and, if made, will be accompanied by full written reasons for it. Staff members have recourse to the individual grievance procedure if they consider that permission has been unreasonably withheld.

3.3 The regulations associated with external work will ensure that:

- There is a framework within which the policy may be achieved.
- Any University resources and facilities used by individuals are appropriately reimbursed.
- The status of the work is clear and therefore the legal and insurance implications are clarified.

4. Approval and Registration

- 4.1** A member of staff considering initiating work for an outside body or organisation, which she or he believes may be undertaken as external work, must complete the initial registration process.
- 4.2** All external work undertaken will at all times be subject to the prior approval of the Dean, who will decide within five working days (or whatever other period may be agreed as reasonable in all the circumstances) whether the work can be approved.
- 4.3** Those responsible for approving external work will require to know:
- The name and type of business of the client.
 - The nature of the project and its relevance to the work of the member of the staff and the School.
 - How long the work will take and when it is proposed to be done (i.e. time of day, time of week and time of year).
 - To what extent, if any, University facilities or resources would be used (including students and other staff, academic or support).
 - The proposals the staff member has for the recovery of University costs.
 - The information necessary to meet the conditions laid down by the University's insurers.
- 4.4** The form attached will be used for both the initial and final registration of external work. In making a decision as to whether and in what form some proposed external work can proceed, the Dean will analyse the proposal in accordance with the policy.
- 4.5** It is anticipated that many proposals for external work of a substantial nature will, where appropriate, be transferred so that our University (or its associate company operating under Leeds Beckett University Enterprises Ltd) becomes the contracting party.

5. Monitoring

- 5.1** Staff members will periodically be required to give returns of the nature and extent of and, where relevant, the remuneration received from any such external work.

6. External Work Undertaken by Senior Academics

- 6.1** In the event that a Senior Academic wishes to undertake external work, the prior approval of the Dean will be required. In all other respects these procedures and regulations shall apply.

Leeds Beckett University

Request to Undertake External Work

Section A: Initial Registration

To: Dean	
By: Name	
School	
Post	

Name of Client	
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I am / am not (**delete as appropriate**) a shareholder or member / director / partner of the above client body.

Nature of project:
Start Date of project:
Duration of project:
When will the project be carried out: (i.e. time of day, time of week, time of year)

Does the project involve the use of University resources? **Yes/No**

If the answer to the above question is YES, then the appropriate reimbursement form must be completed and countersigned by your Dean.

Section B: Final Registration (for use by the Dean)

Date request received	
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Request to undertake external work detailed above: **Approved / Not Approved**

If approval is not given, written reasons must be attached to this form.

Signed (Dean)	
Date	