



UNIVERSITY OF WESTERN CAPE (UWC)

POLICY ON PRIVATE WORK

DATE OF LAST APPROVAL: C 2006/1

(Amendments approved by SA 2005/8 on 17 November 2005)
(Amendments approved by S2005/7 on 25 November 2005)



UNIVERSITY OF WESTERN CAPE

Policy on

PRIVATE WORK

General Policy and Procedure with respect to Private Work by UWC Employees

In order to give effect to Rule C6 of the University's Conditions of Service the following will be applicable with effect from 1 January 2006.

Definition of "Private Work"

I. By "private work" is understood work that is:

- 1.1 done for a person or body (including the University) by a member of the University's full-time teaching and/or research and/or administrative staff which is performed on a continuous or repetitive basis;
- 1.2 done for monetary remuneration or other material reward; and
- 1.3 does not fall within the ambit of 2.1. to 2.9 hereunder;

- provided that:
- (a) if such work is done occasionally and infrequently it will not be regarded as "private work" for which prior permission in terms of 3. to 7. hereunder needs to be obtained;
 - (b) the conditions set out in 8. to 14. hereunder will apply to such work; and
 - (c) the permission of the Dean/Line Manager concerned has been obtained in writing before such work is undertaken.

2. The following will *not* be regarded by the University as "private work":

- 2.1 the production of literary works or fine art;
- 2.2 the publication of scientific/academic books or articles;
- 2.3 the editorship of a learned or technical journal;
- 2.4 the occasional broadcasting by radio or television of any educational programme;
- 2.5 a public lecture or performance;
- 2.6 the occasional and infrequent offering of training falling within the staff member's particular academic expertise;
- 2.7 the acceptance of an appointment as an examiner at another university or at a professional institution or body;
- 2.8 work conducted during approved ordinary leave (excluding study leave); and
- 2.9 work conducted as a member of a statutory body, provided that such work is not done for reward (monetary or otherwise) and is done only occasionally and infrequently.

Application to undertake Private Work

3. Application to be allowed to conduct private work must be:

- 3.1 in writing;
- 3.2 in the format from time to time prescribed by the Executive Director: Human **Resources**;
- 3.3 submitted to the chairperson of the department or unit/the Head of the Administrative Department concerned for his/her recommendation; and who, in **turn**,
- 3.4 submit the application to the Dean of the Faculty to which the applicant is attached/the Line Manager concerned.

4. The application must contain the following information:

- 4.1 the name of the applicant;
- 4.2 the applicant's academic and professional qualifications;
- 4.3 the faculty and department/institute/centre/administrative department to which the applicant is attached;
- 4.4 the applicant's current teaching load (i.e. subject, number of lectures per week and number of students registered for such subject), if any;
- 4.5 a list of the applicant's academic publications during the two years prior to the date of the application;
- 4.6 the nature and, where applicable, the scope of the private work;
- 4.7 the days and times when such private work will be conducted; and
- 4.8 the (expected) income to be derived from such private work,

provided that if the person is to be remunerated by the University the application must contain a rationale signed by the University employee or chairperson of the committee making the offer to the applicant.

5. Approval to conduct private work is valid for one calendar year at a time only.
6. The Dean of the Faculty/Line Manager, taking account of the recommendation of the chairperson of the department or unit/the Head of the Administrative Department concerned, decides whether to recommend or not to recommend approval of the application to whatever committee or person the Council of the University may from time to time decide upon.
7. The final decision to approve or disapprove an application to conduct private work (for a particular calendar year) is taken by the committee or person contemplated in 6. above.

Conditions

8. The conducting of private work may not interfere with the staff member's:
 - 8.1 lecturing and examining duties;
 - 8.2 research responsibilities;
 - 8.3 administrative duties and functions;
 - 8.4 responsibilities to attend the meetings of such committees as he/she has been designated or elected to serve on; and
 - 8.5 if he/she is in the support and administrative category of staff, those duties specified in his/her job description;

provided that University responsibilities always take priority.

9. Subject to 13. below the conducting of private work may not normally incur, or result in, any additional cost for the University except where such cost has been approved under the signature of a member of the University's Management Committee.
10. Approval of an application to undertake private work does not imply the automatic granting of leave of absence from the University for specific days or periods of time and approval of such leave must be obtained from the relevant Dean/Line Manager.
11. Where an application to conduct private work has been approved, the staff member concerned has to be available on campus in accordance with University and/or Faculty policy and rules, unless he/she has obtained approval for leave of absence.
12. Official letterheads of the University may normally not be used in the conduct of private work.
13. Reasonable and limited use of (University) consumables (e.g. paper, etc.) and equipment (e.g. pc's, etc.) are, however, allowed provided that the approval of the relevant Dean/Line Manager has been obtained.
14. The University or any one of its employees, excluding the staff member concerned, is not to be held liable for any claims which may arise from private work.

Obligation to obtain Prior Approval for Private Work

15. All persons employed by the University as full-time (permanent or temporary) members of its academic or research or support and administrative staff are obliged to obtain the necessary *prior approval before commencing with any private work.*
16. Should any full-time (permanent or temporary) member of the University's academic or research or support and administrative staff *conduct private work without having obtained the requisite approval, it may be regarded by the University as misconduct.* (See e.g. paragraph 1.9 of the Code of Conduct for employees of the University.)

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