



**University of Fort Hare**  
*Together in Excellence*

***PRIVATE WORK  
FOR  
ACADEMIC PERSONNEL***

**UNIVERSITY OF FORT HARE POLICIES AND PROCEDURES**



<b>TITLE: <i>Private Work for Academic Personnel</i></b>			
<b>POLICY NUMBER:</b>	<i>HRM.007</i>	<b>APPROVED BY:</b>	<i>EMC</i>
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<b>REFER QUESTIONS TO: <i>Director: Human Resources</i></b>			

**1. DEFINITIONS**

**Academic Personnel:** Are such persons as are employed for the purpose of carrying out the teaching, lecturing and/or research activities within the university.

**Normal Remuneration Benefits:** All personnel are remunerated in terms of their letters of appointment subject to any increase in salary or allowances having been accounted for through proper authorization and recording.

**Personnel:** Means any person in the employment of the University of Fort Hare or any of its institutes or associated bodies including:

- *Fort Hare Foundation* **FHF**
- *Fort Hare Projects* **FHP**
- *Public Financial Services Agency* **PFSA**
- *Fort Hare Institute of Governance* **FHIG**
- *Fort Hare Institute of Technology* **FHIT**
- *Agricultural and Rural Development Research Institute* **ARDRI**
- *Fort Hare Institute for Social and Economic Research* **FHISER**
- *Psychological Services Centre* **PSC**

**Private work:** Means any work or service (of whatsoever nature):

- which falls outside of the contractual obligations of the employee; and
- which is undertaken with or without compensation by way of remuneration.

**2. POLICY INTENT**

This policy seeks to:

- Afford academic personnel the opportunity to provide expert services to, and to receive payment from, individuals and organizations outside of the University;
- Afford, academic personnel the opportunity to constantly update and develop greater expertise in her/his subject which updating and development will then benefit the University.

- To safeguard the University against academic staff undertaking private work, which is prejudicial to their contractual obligations to the institution.

### **3. POLICY OBJECTIVES**

- To provide an official framework for academic personnel of the institution to render service for personal reward in respect of private work undertaken in clearly defined and controlled circumstances.
- To provide a well controlled environment of protection for the core business of the University, namely delivery of excellent tertiary education embracing lecturing, research and community engagement and to ensure probity of personnel conduct in honouring their conditions of employment.
- To ensure that the University is protected from any loss arising from abuse of privilege by any academic staff member who might undertake private work.
- To ensure that the University is fully recompensed for the use of its human and other resources.
- To create an equitable and well managed opportunity for academic personnel to promote the image of the University beyond its borders whilst undertaking private work strictly within the pertinent policy parameters.

### **4. SCOPE OF APPLICATION**

- This policy applies to all academic personnel in the employ of the University.
- Official University research contract work is addressed by a separate policy.

### **5. PRINCIPLES**

- 5.1 No private work may be undertaken by a full-time member of staff without prior permission from the Vice-Chancellor or the delegated nominee.
- 5.2 Performing private work is a privilege and not a right.
- 5.3 The relevant staff member functioning in terms of this policy shall subscribe to the highest levels of ethical conduct.
- 5.4 The performing of private work must not in any way detract from the quality and quantity of the work required in terms of the staff members' contractual obligations to the University.
- 5.5 The basic considerations taken in granting permission for participation by staff in outside private work or participating in a practice are:
  - i. Service to the Public
  - ii. The advancement of employees' knowledge of their fields of work.

- iii. The flow of benefit to the University and its community.
  - iv. The alignment to the academic discipline.
- 5.6 Participation in a private practice by academic personnel of the University shall be considered as private work and fall within the ambit of this policy.
- 5.7 An employee may not devote more than eight (8) hours per week to private work, without express permission from the Vice-Chancellor. Subject to agreement with Heads of Department, the weekly concession may be aggregated to allow a longer period of time for undertaking private work.
- 5.8 An application by academic personnel to undertake private work is required afresh for each academic year.
- 5.9 An employee undertaking private work shall be required to reimburse the University for costs of any material, consumables, equipment or facilities used for private work. Payment of these charges should be made to the Finance Department at the end of each term.
- 5.10 The applicant is required to acknowledge in writing to his/her client that the contract is a private contract between him/herself and the other contracting party/parties and that the University of Fort Hare may not be held liable in any way whatsoever, for any claims in respect of alleged damages or other loss of whatever nature.

**6. PROCEDURE IN SEEKING PERMISSION TO UNDERTAKE PRIVATE WORK.**

The following procedures must be followed in obtaining permission to carry out Private Work.

- 6.1 Application for permission will be made in advance on the prescribed form every academic year. (*Appendix A*). These forms are obtainable from Heads of Department.
- 6.2 The applicant will meet with his/her Head of Department/Unit and prepare a business plan to be approved by both parties.
- 6.3 The form, with the business plan, is then submitted to the relevant Dean or Director.
- 6.4 The Dean, or Director, in consultation with the relevant campus director will make recommendations and submit these to the Vice-Chancellor.
- 6.5 Every application shall disclose the project/client and the expected income flowing from the work to be undertaken.
- 6.6 The employee shall maintain a meticulous record of the tasks carried out and the days on which such work was performed.
- 6.7 Such record shall be made available to the Deans or Directors when requested.

**Note:**

Whilst this document sincerely strives to provide a “healthy” governance of the complex issue of “Private Work” by academic personnel, it is important that, if personnel are faced with unusual or complex situations, that these be fully discussed with their Heads of Department to ensure clarification, progress and resolution.