

General Procedure for Private Work by Lecturing Staff at the Faculty of Medicine and Health Sciences

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HEMIS classification	
Aim	To establish guidelines for the governance of private work by lecturing staff at the Faculty of Medicine and Health Sciences (FMHS)
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Owner of these rules	The Rector
Institutional functionary (curator) responsible for these rules	Chief Director: Strategic Initiatives and Human Resources
Date of approval	
Approved by	Rector's Management Team (RMT)
Keywords	Faculty of Medicine and Health Sciences, FMHS, rules, private work, lecturing staff

The core of the rules

These rules were compiled to establish guidelines and procedures for the governance of private work by lecturing staff at the Faculty of Medicine and Health Sciences (FMHS).

1. Introduction

For the purposes of these rules private work is understood as work of a specialised nature that is related to the applicant's subject area and which is performed continuously or repeatedly on a limited scale for payment; this includes directorships. In the case of so-called joint staff (appointed on a joint payroll of the University and a partner employer), private work is further defined as work done by a joint staff member with the prior written permission of the contracted employer and that does not form part of the staff member's performance agreement regarding his or her employment contract with the contracted employer, whether the staff member receives payment for such external work or not.

2. Application of the rules

These rules apply to all lecturing staff at the FMHS, including staff appointed on the joint payroll of Stellenbosch University (SU) and the Western Cape Provincial Government to whom SU's conditions of employment apply.

3. Definitions

- 3.1 'Private work': work of a specialised nature that is related to the applicant's field of knowledge, and that will be done continuously or repeatedly on a limited scale for payment; this includes directorships
- 3.2 Joint staff: staff who are appointed on a joint payroll of the University and a partner employer
- 3.3 Partner employer: an employer or institution with whom SU has concluded an agreement regarding the appointment of staff as foreseen in the relevant joint agreement (e.g. the PGWC, MRC and NHLS)

4. Aim of the rules

These rules were compiled to establish the points of departure, rules and procedures for the governance of private work by lecturing staff at the FMHS.

5. Objectives of these rules

- 5.1 Ensure that private work by lecturing staff at the FMHS is regulated.
- 5.2 Ensure that private work does not infringe on the general work duties that a staff member has been appointed to perform.

- 5.3 Ensure that uniform principles are applied when considering applications for private work by lecturing staff at the FMHS.

6. Conflict resolution

Any conflict that may arise must be resolved within the normal line management function, either according to SU's Disciplinary Code or its Grievances Procedure.

7. Control over the rules

7.1 Responsibilities

7.1.1 The Rector, being the line manager of the Dean: FMHS, is the owner of these rules and responsible for the document being drafted, updated and implemented; and for appointing a curator and related structures and roles, and for ensuring that they function effectively.

7.1.2 The Dean: FMHS is the curator and must ensure that the rules are drafted, approved, reviewed, communicated and made available. The curator also is responsible for the interpretation and implementation of the rules.

7.2 Implementation

The curator of the rules is responsible for it being implemented as from the effective date or the review date.

7.3 Monitoring

7.3.1 The owner of the rules is accountable and the curator is responsible for the necessary controls being established to monitor compliance with the rules.

7.3.2 In case of noncompliance with the rules the regular line management practices must apply.

7.4 Reviewing

The rules must be reviewed after necessary amendments have been made.

7.5 Noncompliance

In case of noncompliance with the rules the regular line management practices must be followed, either in accordance with SU's Disciplinary Procedure or its Grievances Procedure.

7.6 Applications for external work by SU teaching staff are to be considered according to the procedure set out in paragraph 8, and permission (if granted) is subject to the conditions set in paragraph 9. Regarding staff on a joint payroll with partner employers the relevant agreement applies.

8. Procedure

8.1 The application form – Application for Doing Private Work Outside Stellenbosch University – must be completed and directed to the office of the Director: Business Management.

- 8.2 The committee that must consider every application on its own merits must consist of the Vice-Dean: Clinical Service and Social Impact, the Director: Business Management (convener), the executive head of Tygerberg Hospital or his or her alternate (in the case of joint staff) and the head of the division or department from which the application came (unless the applicant is a departmental head, in which case another departmental head must serve on the committee). Subsequently, the committee must communicate their decision to the Chief Director: Strategic Initiatives and Human Resources for administrative disposal.
- 8.3 Applications must be accompanied by a summary of the nature and extent (regarding demands on time) of the proposed external work, as well as a report on the applicant's academic activities (particularly publications) of the previous two years.

9. Conditions

- 9.1 The demands of doing private work may not infringe on the normal core activities (service rendering in case of clinicians, or teaching, research and administrative functions) for which the applicant is responsible as a member of SU's lecturing staff.
- 9.2 The demands of doing private work also may not entail additional costs for the University or the partner employer, or both.
- 9.3 No research assistance, material, equipment or any other facility financed by the University, a statutory body or government, no official SU letterheads and no secretarial, administrative or technical assistance by US staff may be employed for purposes of private work, unless the University has granted special permission subject to certain conditions.
- 9.4 The University will be liable for no claim that might arise from a staff member's doing private work for an external organisation.
- 9.5 Permission for private work may be granted for up to 12 months at a time, after the expiry of which period a new application must be submitted according to the above procedure.

10. Supporting documents

Item No.	Name of Document	Status <i>(e.g. identified, in process or approved)</i>
	None	

11. Related documents

Item No.	Name of Document	Status <i>(e.g. identified, in process or approved)</i>
1	BW0276 – General Procedure for Private Work by Lecturing Staff	Approved

BW0278-General Rules for External Work by Teaching Staff at the Faculty of Medicine and Health Sciences (January 2017)