

## GENERAL PROCEDURE FOR PRIVATE WORK BY LECTURING STAFF

For the purpose of this procedure, private work is understood as work of a specialised nature which bears a relationship with the applicant's subject area and which is performed on a continuous or repetitive basis on a limited scale for payment, including directorships.

Applications from lecturing staff of the University to undertake private work will be considered according to the procedure detailed in paragraph A and permission (if granted) will be subject to the conditions of paragraph B:

### A. **PROCEDURE**

1. Applications to undertake private work must be directed to the Dean of the relevant faculty.
2. A committee, consisting of the Dean (convenor), at least two departmental heads/chairs from the relevant faculty and the head/chair of the department from which the application arises (unless the applicant is a departmental head/chair, in which case he/she will not be a member of the committee), considers each application on merit and reports its decision to the Chief Director: Strategic Initiatives and Human Resources for administrative conclusion.
3. Prospective applicants must include an explanation of the nature and scope (with reference to time required) of the proposed private work, as well as an explanation of their research activities (especially publications) during the previous two years with their application.

**B. CONDITIONS**

1. The practice of private work may not interfere with the delivery of normal lecturing, research and administrative functions for which the applicant as a member of the lecturing staff of the University is responsible.
2. The practice of private work may not incur any additional costs for the University.
3. Permission to undertake private work does not automatically imply the granting of leave of absence from Stellenbosch for specific days/time periods. Such leave must be requested.
4. During the academic year, a member of the lecturing staff who has been granted permission to undertake private work, must be readily available in his/her office in accordance with US policy and departmental/faculty rules except in cases where appropriate leave has been granted.
5. No research assistance, material, equipment or any other facilities which are financed by the University, a statutory body or the government, or secretarial, administrative and technical assistance by staff members of the University, nor official University letterheads may be used in the practice of private work, unless special permission has been granted by the University, subject to specific conditions.
6. The University is not liable for any claims, which may arise from private work delivered by a member of the lecturing staff to an outside organisation for payment.
7. Leave for private work will be granted for, at most, five years at a time after which a new application must be submitted according to the above procedure.