



STAFF UNDERTAKING INDIVIDUAL CONSULTANCIES AND PROFESSIONAL PRACTICE POLICY

Authorised By:	President (CEO)	Revision: 1.4
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Related Documents:	Our Learning Community Values	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

Tabor encourages its academic staff to make their expertise available to the community, and recognises the benefits of staff undertaking consultancy services in their personal capacity, and other professional activities, which are related to the nature of their employment.

2. Scope and Applications

This policy applies to all Academic and Senior Management staff of Tabor.

3. Policy Principles

- 3.1. Tabor recognises benefits, both to the organisation and the individual, in staff undertaking consultancy services in their personal capacity and other professional activities related to their employment. These benefits include:
 - 3.1.1. The value to Tabor's reputation of academic staff being engaged in personal consultancy by reason of their professional reputation and expertise
 - 3.1.2. An enhanced ability for the College to recruit and retain high performing academic staff
 - 3.1.3. The value to academic staff of undertaking outside activities of direct monetary benefit to the individual
 - 3.1.4. The recognition that performance in outside professional activities is critical to the needs of many of its constituents and is a core part of the College's mission to the broader community
- 3.2. This Guideline applies to individual consultancies or other professional activities where individual academic and senior administration staff members perform work in their personal capacity, either in their own name or that of a company, for external organisations. In such circumstances all proceeds, expenses, insurances, taxation, reports etc are the responsibility of the individual staff member. Any Tabor facilities or equipment used must be fully paid for by the individual or the company they act on behalf of.
- 3.3. A staff member may, with the permission of the Dean of Faculty / Head of Department concerned, practice his or her discipline outside the College, provided that practice does not interfere with the primary duties required of the staff member.

4. Procedures

- 4.1. A staff member seeking to engage in personal consultancy or other professional activities must submit an application to their Dean of Faculty / Head of Department. The application will include:
 - 4.1.1. Details of the practice to be undertaken
 - 4.1.2. The expected pattern, duration and structure of the work
 - 4.1.3. An undertaking that the staff member's primary duties will not be adversely affected.

In trivial instances, such as activities totalling a maximum of 5 days in any calendar year, permission will be deemed to have been given, but the staff member will report such instances to the Dean of Faculty / Head of Department.
- 4.2. The Dean of Faculty / Head of Department will satisfy him/her self that the request will not interfere with the staff member's primary duties of teaching, research and scholarship or the administrative duties required. The Dean of Faculty / Head of Department may consult the President as required.
- 4.3. The Dean of Faculty / Head of Department will communicate approval or otherwise to the staff member in writing, and shall expressly state any conditions attached to the permission.
- 4.4. Staff undertaking personal consultancy or other professional activities must ensure that doing so does not generate a conflict of interest with their College responsibilities.
- 4.5. CEO approval will be required in cases where a staff member is seeking to undertake work with another Higher Education Provider that may be in competition with Tabor. Standard tertiary education sector practices such as supervising HRD students at another provider are exempt from this.
- 4.6. Tabor will make no claim to any remuneration earned as part of personal consultancy.

5. Definitions

See [Global Definitions](#)

6. Communication / Training

- 6.1. The Human Resources Manager will ensure that all Academic and Senior Management Staff are apprised of this policy.