Identifying Consultancy for Academic Staff

Academic Staff & Affiliates

Academic START

Do you undertake work for an external party?

YES → Does the work involve UQ resources e.g. time, name, academic title, space, equipment?

NO → **INTERNAL WORK**
See Identifying Secondary Employment and Internal Work for Academic Staff

YES → **CONSULTANCY**
conducted through UQ
No need to disclose work in Secondary Employment Register (SER)

NO → **SECONDARY EMPLOYMENT**
See Identifying Secondary Employment and Internal Work for Academic Staff

Do you teach non-enrolled students in this activity?

YES → **TEACHING CONSULTANCY**

NO → Does this activity profile the University through academic engagement or provide a service to the discipline such as honorariums; speaker fees; thesis & grant reviews; journal editorships; allowances or stipends received while on Special Studies Program (SSP); reimbursement of travel costs; or grant award and academic review panels?

YES → **ACADEMIC CONSULTANCY**

NO → **STANDARD CONSULTANCY**

ACADEMIC CONSULTANCY

Payment options

- Payments **> $1,000: Options** 1. UQ to send invoice. 2. Third Party reimbursement/ direct deposit; cheques; money orders; credit cards. CASH NOT PERMITTED
- Payments **< $1,000:** May be earned in your private capacity

→ Personal Payment eligible

STANDARD CONSULTANCY

Type 1

- **Purpose:** Support budget of organisational unit
- Based on operating model & strategic requirements of organisational unit
- Currently limited to Sustainable Minerals Institute (SMI), Institute for Social Sciences Research (ISSR) & any research infrastructure services

Type 2

- **Purpose:** Develop external partnerships &/or receive discretionary research funds
- > $10,000 of direct costs
- All expert witness work, regardless of value, is considered Type 2
- Must be supported by contract & often has reporting requirements

Type 3

- **Purpose:** Generate connections, discretionary research funds, or enhance personal development
- < $10,000 of direct costs
- Within normal workload
- Should be supported by contract

→ Consultancy Performance Payment (CPP) eligible

TEACHING CONSULTANCY

Type A

- **Purpose:** Work of strategic importance to Organisational Unit
- May utilise staff resources from other operational units
- Work conducted outside workload
- Type A currently limited to Executive Education (UQ Business School) & International Development (Institute of Continuing & TESOL Education)

Type B

- **Purpose:** Generate income for organisational unit
- Generate connections with industry &/or future students
- Work conducted within workload
- Type B examples: Continuing Professional Development (CPD) teaching & contract teaching to students from other universities

→ Teaching Consultancy Payment (TCP) eligible