Identifying Consultancy for Academic Staff

Academic Staff & Affiliates

Academic START

Do you undertake work for an external party?

NO

INTERNAL WORK
See Identifying Secondary Employment and Internal Work for Academic Staff

YES

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

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

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

NO

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

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

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); Institute of Continuing & TESOL Education (ICTE) customised programs; and International Development (Global Engagement)

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

Personal Payment eligible

Consultancy Performance Payment (CPP) eligible

Teaching Consultancy Payment (TCP) eligible