Identifying Secondary Employment and Internal Work for Academic Staff

1. Does the work involve UQ resources e.g. time, name, academic title, space, equipment?
   - **YES**
     - CONSULTANCY conducted through UQ
       - See Identifying Consultancy for Academic Staff
   - **NO**
     - Staff

2. Do you undertake work for an external party?
   - **YES**
     - Casual staff & Affiliates
   - **NO**
     - No need to disclose work in Secondary Employment Register (SER)

3. Is the activity part of your normal service expectation/incidental & workload?
   - **YES**
     - Secondary Employment that requires approval
     - Directorship
       - Entity that uses UQ Intellectual Property (IP)
       - Publicly listed company
     - Additional Academic Employment
       - Engagement in academic positions, including receipt of allowances or stipends, at academic institutions other than UQ. Excluded are paid engagements with external entities in service of the discipline as defined under Academic Consultancy Procedure
     - Private Practice
       - All external work related to staff member’s professional identity, where the University is not party to arrangements e.g. clinician, lawyer, journalist, engineer, architect, IT or business professional
     - Directorship
       - All paid or unpaid directorships, and all similar types of governance positions involving custodianship, duty of care and responsibility in relation to external legal entities
     - Private Outside Work
       - Does not utilise specialised skills that UQ has employed you for & not associated with UQ in any way
     - Need to disclose work in SER
     - Academic staff on contracts of 12 months or longer are required to complete SER
   - **NO**
     - Secondary Employment that does not require approval
     - Activity falls outside scope of policy
     - Not eligible for Personal Payment
     - May be eligible for recognition and rewards under Enterprise Agreement and UQ Policies

Entitled to earn proceeds in private capacity