



TU Dublin Policy

External Work, Research,
Engagement and Consultancy
Policy

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1. Document Control Summary

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Document Classification	TU Dublin Public

2. Introduction / Context

TU Dublin is committed to the protection of the shared values we hold and in particular, the integrity and loyalty of its employees including their considerable knowledge, skills and abilities and their contribution to industry, commerce, government, the professions and the community.

External work, research, engagement and consultancy by members of staff can expand and maintain professional competence; keep staff abreast of developments and innovation in business; support the Irish economy; and enhance the reputation of the University.

3. Purpose

This policy is intended to provide guidance to staff as Public Servants on University policy regarding different types and levels of external work, engagement and consultancy.

This policy applies to all TU Dublin colleagues who undertake external work, research or consultancy work in their own right in a private capacity without recourse to any form of TU Dublin resources, facilities or insurance indemnification.

This policy does not cover colleagues carrying out Collaborative Research with external partners on behalf of TU Dublin. When a colleague wishes to undertake such research with external partners, they should do so in accordance with the TU Dublin “Collaborative Research with External Partners Policy”.

4. Scope

This policy applies to all staff whose **employer** is TU Dublin, i.e. whose hours are equal to or above 50% full time equivalent per week. Annual time includes the summer period in the case of academic staff.

The responsibilities under this policy are required to be met by all employees, covered under the text above, in advance of undertaking external work, and this should be done on an annual basis.

5. Definitions

Broadly speaking, External Work, Research, Engagement and Consultancy are categorised as follows:

Category A – Private Activities with Paid Remuneration

Where, independent of TU Dublin, a staff member engages in private external work, research, engagement or consultancy, either as an employee of another organization or independent contractor. No university resources or facilities should be used in support of such work.

If doing so **as an independent contractor**, such work is not covered by the University's professional indemnity insurance. Refer also to Section 6 below and the associated procedures document for this policy.

Category B – Private Activities with No Paid Remuneration

Where, independent of TU Dublin, an employee voluntarily engages in unpaid activities that allows them to further develop their academic, professional or creative practice.

6. Policy Details:

6.1 Policy Overview

This policy sets out the general principles that will apply for staff when arranging External Work, Research, Engagement and Consultancy in a private capacity outside of the university.

6.2 Policy Details

By implementing this policy, TU Dublin will ensure that:

(i) the University and employee, by requesting all employees provide the University with details of any other employment that they are engaged in, or plan to be engaged in, are in compliance with the legal requirements;

(ii) any external work, research, engagement and consultancy is conducted in a proper manner consistent with the principles of openness, trust, and free enquiry that are fundamental to the autonomy and well-being of the University;

(iii) the University is aware of the commercial, and professional interests of its staff such as private external consultancy, directorships and other external activities and seeks to ensure these activities are not in conflict with the interests of the University;

(iv) the University and the employee comply with the Working Time Act 1997 and any Act replacing or amending this Act.

6.2.1 One Person One Salary

In accordance with the “one person one salary” principle, Public Servants and Public Sector Employees require prior consent in order to undertake other forms of paid/salaried remuneration in any part of the public service.

Public Servants and Public Sector Employees (with the exception of Directors of commercial state bodies only) who sit on State Boards may not be paid Board fees. This applies to all Board members, including those in place prior to 2011, and to full-time executive Board members who operate on a salaried basis.

The implementation of and adherence to these arrangements is the responsibility of the State body concerned.

Code of Practice for the Governance of State Bodies 2016 applies to all staff who sit on State Boards and is available [here](#)

6.2.2 Employee Responsibilities

Employee responsibilities in respect of the undertaking of any external work, research, engagement and consultancy, along with the application for approval process, are set out in the associated procedures document for this policy.

6.3 Approval process

This policy document will be approved by the following individuals/groups in following order:

- Firstly, by Head of Human Resources
- Then by COO as UET owner, who will sponsor the policy in going to UET

- Then, by University Executive Team
- Then, by Governing Body.

6.4 Change Process

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Committee (HRPC).

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

Changes to the document will require a review of the document by the HRPC and the updated document to be re-approved.

7. Related Documents

The following documents are related to this policy documents. They include:

- [TU Dublin Procedures for External Work, Research, Engagement and Consultancy](#)
- TU Dublin Equality Statement (2019 -2022)
- TU Dublin Collaborative Research with External Partners Policy

8. Conclusions

This document is a new aligned policy document, which sets out the university policy for staff who engage in External Work, Research, Engagement and Consultancy outside of the university.

The policy should be read in conjunction with the External Work, Research, Engagement and Consultancy Procedures.

9. Appendix

10. Document Management

10.1 Version Control

VERSION NUMBER	VERSION DESCRIPTIN / CHANGES MADE	AUTHOR	DATE
<i>Draft 1</i>			<i>2021</i>
<i>Draft 2</i>	<i>Updated document based initial feedback received from UET meeting</i>		<i>Nov 2022</i>

10.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
<i>1.0</i>	<i>22.02.2023</i>	<i>Governing Body</i>

10.3 Document Ownership

This document is owned Human Resources.

For contact purposes please see below:

Contact: Recruitment Team

E-Mail: Recruitment@tudublin.ie

10.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner.

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

10.5 Document Storage

This document will be stored on the common personnel (Human Resources) drive. This policy document will be accessible on the HR website under the Policies/Forms tab by all staff.

10.6 Document Classification

This document is a TU Dublin Policy document and is classified as 'TU Dublin Public'.