**DEPARTMENTAL POLICY:**

**REGARDING SERVICES PERFORMED BY DEPT STAFF**

**FOR OTHER DEPARTMENTS AT THE UNVERSITY**

**{EG: SHORT COURSE LECTURING, BUSINESS SCHOOL LECTURING, SUMMER SCHOOL LECTURING, MENTORING OF STAFF, CONSULTING AND OTHER SIMILAR SERVICES}**

At times the Department is approached by other departments or divisions in the university, to provide certain services.

A staff member with the requisite skills is identified by the head of the Department and assigned to complete this task, on behalf of the department.

It is understood from the outset that the staff member is not rendering this service in his or her own capacity but on behalf of the department. At no time will any remuneration accrue to the individual nor will he or she be entitled to request any remuneration or compensation for his or her services so rendered.

A simple contract will be drawn up between the Department and the contracting department requesting the service and, once the service has been rendered, the agreed amount will be transferred into a Departmental consulting reserve.

**The funds in this departmental reserve will: -**

* Be controlled by the Head of Department.
* Be used for the benefit of the department, such as in funding certain research activities, sending staff members to conferences etc.
* Be used to purchase equipment required in the department, which equipment will be purchased through the university buyer, be placed on the asset register and therefore owned by the university and not by the individual.
* Be used for pay for additional supplies and services, should the departmental grant be exhausted.
* Be used to award bursaries and scholarships to deserving students.
* Be used to pay for student assistantships.
* Be used to pay for ad hoc salaries of non-contributing staff members.

**The funds in this department reserve will *NOT be used*-**

* For personal activities, personal travel or the funding of travel of connected persons.
* To pay salaries to any staff member in the Department contributing to this fund.
* Purchase equipment for a staff member in his or personal capacity.

**Should a staff member leave the department or the university?**

* The funds will remain in this reserve and no part of it will be transferred to any other department or institute, should a staff member be transferred or resign.
* No part of this reserve will be paid out to any Department staff member, should he or she leave the employ of the University.
* Assets purchased out of this fund will not be donated to any staff member when they leave the employ of the university.

**Lecturing at short courses or Summer School courses run by the Department**

1. When applying to run a short course, the individual delivering the lectures must be set out, as required by the policy, in order for CHERTL to check their qualifications –

HOWEVER

1. It needs to be clearly stipulated in the short course application that the lecturers will be performing the lectures on behalf of the Department and that they will not be entitled to any remuneration for the lectures performed.
2. The lecturer will not be entitled to any remuneration at the time of the short course or anytime in the future.
3. The surplus of the short course will be transferred into the departmental reserve, subject to the same restrictions as set out earlier in this document.
4. In the absence of the point one not being adhered to, the lecturer will be paid through the payroll.

**Lecturing at short courses or at Summer School Courses run by the other departments**

1. If academic staff in the Department are nominated as lecturers on short courses run by other departments and this is set out in that department’s short course application, it must be clearly stated in the course application that the lecturer is performing lectures on behalf of the Department and that they will not be entitled to any remuneration for the lectures performed.
2. The lecturer will not be entitled to any remuneration at the time of the short course or anytime into the future.
3. The surplus of the short course will be transferred into the departmental reserve, subject to the same restrictions as set out earlier in this document.
4. In the absence of the point one not being adhered to, the lecturer will be paid through the payroll.

ALTY AWARDS, DISTINGUISHED TEACHING AWARDS, DISTINGUISH RESEARCH AWARDS WILL ALL BE PAID THROUGH PAYROLL.

NO FUNDS WILL BE CREDITED TO INDIVIDUAL SPECIAL RESEARCH ACCOUNTS OR OTHER ACCOUNTS IN THE NAME OF INDIVIDUAL ACADEMICS.