

Guidelines for academic staff undertaking paid external work during UWE Bristol contract time

People Services

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Guidelines for academic staff undertaking paid external work during UWE Bristol contract time

These guidelines refer to external work undertaken by academic employees **during** UWE Bristol contract time. There are separate guidelines for external work undertaken **outside** the UWE Bristol contract: [Guidelines for external work outside UWE Bristol contract](#).

It is the expectation of the University that the majority of any paid external work during UWE Bristol contract time will be processed through UWE Bristol's Worktribe system, including research projects, consultancy work, etc. For more information on this, please see the [Research Office Team's Worktribe Projects guide](#).

However, there is a recognition that there may be some exceptions to this, such as work carried out during [Scholarly Activity](#) time.

In exceptional circumstances, paid external work during UWE Bristol contract time may be considered if it is:

- of benefit to the University
- supportive of personal academic development
- not in [conflict with the University's interests](#)

Permission for this must be sought from your people manager in advance, who will discuss the request with the College Executive before a decision is made. Any costs to the University in terms of resource or equipment must be covered by the work.

If this work is going to be carried out during Scholarly Activity time, then please refer to UWE Bristol's [Scholarly Activity guidelines](#).

Policy information

Last reviewed:	August 2025
Next review date:	August 2028
Stakeholders consulted:	<ul style="list-style-type: none">• Subject Matter Leads• People Services• Trade unions
Negotiated policy:	No
Governance oversight:	People Services Directors

Version history

Version	Date	Details	Who
1.	06/10/2025	Policy rebranded; relevant links added / updated; 'UWE' updated to 'UWE Bristol'; capital letter removed from 'academic'; 'line manager' updated to 'people manager', 'faculty' updated to 'college'.	Suze Attaway, Employee Experience Consultant