	External Work Policy for members of the University Executive Board
	Introduction and Purpose
1.	The University welcomes the opportunity to support the strategic development and leadership of higher education and partner organisations by permitting senior managers of the University to serve on Executive Boards, Trustee Boards, Committees of Enquiry, Task Forces and external reviews etc.
2.	The University also recognises the benefit to the professional development of senior academic managers by permitting private consultancy, broadcasting, external examining and teaching at other institutions.
3.	The purpose of this policy is to ensure that external work that is additional to UEB members' executive role is monitored and approved after consideration of the benefits to the University, the impact on the University, potential conflicts of interest and whether any external income earned by the manager from the external work should be retained by them.
	Scope
4.	The policy applies to members of the University Executive Board.
5.	This Policy does not apply where members of UEB are the University of Exeter nominated representative on external bodies. This includes (for example) Membership of UUK/Russell Group Boards and Committees and University representative on FX Plus Board, CREWW, ISC, Exeter Science Park Ltd, Cornwall Economic Forum, St Luke's College Foundation, and the South West Social Mobility Commission.
6.	Members of UEB are not required to report unpaid external work which is closely connected to their executive role and/or aligned to or contributes to the University's aims and objectives which has been separately agreed with their line manager, for example through the Performance and Development Review. This includes (for example): ▪ Membership of UUK, Russell Group, Department for Education, AHUA, UCEA or other sector-related bodies or ad-hoc working groups/Task Forces ▪ Membership of UKRI Committees. ▪ Participation in Worldwide Universities Network ▪ Participation in Learned Societies/Professional Associations ▪ Roles and activities contributing to regional community/local engagement. Members of UEB must seek prior approval from their line manager where the external activity is remunerated.
7.	It is expected that academic members of UEB will be engaged in external academic and professional activity (which may or may not be remunerated) which is a normal expectation of all academic staff and where the time commitment for each activity is limited. Examples of such activities include: ▪ External examining. ▪ Supervision/co-supervision of Doctoral Students registered with another institution. ▪ Guest lecturing. ▪ Broadcasting. ▪ Advisor to professorial appointments/ promotions at other institutions. ▪ Peer review for other institutions and publications. ▪ Honorary roles at other institutions. ▪ Editorial Board Member

	▪ Guest editor of journals, book series or co-edited collections. Members of UEB should follow notified procedures to ensure that their line managers can be assured that these activities comply with the "Issues to be considered below". Income from academic publishing is exempt from this policy.
8.	Members of UEB should follow notified procedures to seek prior approval from their line manager for other external work which arises primarily from the individual's academic and professional profile rather than their UEB role and where the time commitment is likely to be greater, for example: ▪ University Consultancy ▪ Private Consultancy ▪ Membership of Governing Bodies, Trustee Boards etc ▪ Membership of REF Panels and similar ▪ Committees of Enquiry, Government Task Forces, Advisory Groups etc.
9.	All external work must comply, where appropriate, with the University's Conflict of Interest Policy and IP Policy.
	Approval Process
10	Where prior approval is required, written approval should be sought as follows: ▪ from the Chair of Council for the President and Vice-Chancellor. ▪ from the President and Vice-Chancellor for the Senior Vice-Presidents and Vice-Presidents and Deputy Vice-Chancellors; ▪ from the Senior Vice-President and Provost for Pro-Vice-Chancellors and Executive Deans; ▪ from the Senior Vice-President and Registrar & Secretary for Executive Directors of Professional Services.
11	The application should set out: ▪ full details of the role and activity; ▪ the start date, the expected time commitment and the date the external commitment will end or be reviewed (eg expiry of term of office); ▪ any payments which the manager will receive for this activity.
	Issues to be considered
12	Requests for approval will not normally be refused provided that the line manager is satisfied that: ▪ there is a clear strategic benefit to the University ▪ there are no significant reputational risks; ▪ any potential conflicts of interest have been satisfactorily resolved; ▪ the manager seeking approval ensures that they give priority to their responsibilities at the University. The line manager will also consider: ▪ the UEB member's current capacity; ▪ their previous executive-level experience and performance; ▪ plans for their ongoing professional development; ▪ alignment with delivery of Strategy 2030.
13	Written approval will normally include a review date, although the University reserves the right to instruct managers to withdraw from their external engagements at any time if any of the criteria in paragraph 12 are no longer being met or there is a reputational risk to the University.

	Payment for External Work
14	The University reserves the right to retain any payment which would otherwise be made to the manager by the external body. However, provided the payments made by the external body are intended to be modest compensation for their commitment and responsibilities, the manager will be permitted to retain this income. Managers are responsible for ensuring that taxes are paid on income from external bodies.
15	Unless the University has exercised its right to retain any payment which would otherwise be paid to the manager by the external body (paragraph 13), travelling and subsistence expenses should be claimed from the external body in accordance with its own policies (rather than from the University). The only exception will be where a manager combines a business trip for the University (eg a meeting in London) with a meeting of the external body.
16	The Chair of Council will provide an annual report to the Remuneration Committee on the external work of the President and Vice-Chancellor, providing assurance that this external work is consistent with the expectations of this Policy.
17	The President and Vice-Chancellor will provide an annual report to the Remuneration Committee on the external work of other members of the University Executive Board. This report will provide assurance to the Committee that the external work undertaken by members of the University Executive Board is consistent with the expectations of this Policy. For the Committee to be satisfied of this assurance, this report will include: ▪ the approximate total time spent on additional external activity by each member of UEB; ▪ more detailed information provided to the Committee where the total time spent on additional external activity is greater than the de minimis threshold of 25 days per annum ▪ more detailed information provided to the Committee where the income retained by the member of UEB is greater than de minimis threshold of 10% of their total salary.
	Approved by Remuneration Committee (October 2026)