

## Guide to Ancillary Activities

*This guide provides further interpretation and explanation of the subject of ancillary activities, the Sectoral Scheme on Ancillary Activities 2024 and the agreements and procedure at Tilburg University. In addition, this document describes who is involved in the process regarding the approval of ancillary activities and what the responsibilities and roles of the relevant officials are.*

*The guide is written for employees, managers, and HR advisors.*

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## Introduction

As a University, we want to be at the center of society, acquiring and sharing knowledge, and contributing to dealing with social issues through scientific research and education. The core tasks of today's University are to conduct scientific research, offer education, and realize social impact. These tasks require good collaboration amongst universities and between universities and social partners. We pride ourselves on having scientists who are connected to practice.

Contacts and forms of collaboration with social partners may lead to the performance of ancillary activities by scientific staff. We want to be transparent about this. Holding positions as ancillary activities does not have to impede the independent and honorable performance of academic duties. Also in the interest of our employees, Tilburg University aims to handle ancillary activities carefully and to avoid any semblance of a conflict of interest. The University tests ancillary activities in this regard before granting permission. This also applies to ancillary activities of support and management staff.

As of January 1, 2024, the Sectoral Scheme on Ancillary Activities of July 2017 has been amended. Chapter 1 of this Guide explains the agreements based on the 2024 Sectoral Scheme on Ancillary Activities (hereafter **SRN** (*Sectorale Regeling Nevenwerkzaamheden*)). Chapter 2 of this Guide contains the procedure and responsibilities of everyone involved in the approval of ancillary activities (job demarcation) using a decision tree.

## Chapter 1. Arrangements Ancillary Activities and Explanation.

Various arrangements regarding registration, approval, and publication of ancillary activities are detailed below. More information can be found on the website ([Ancillary Activities | Tilburg University](#)) where one can consult, among other things, the Sectoral Scheme on Ancillary Activities, with a Questions and Answers section, and a checklist. The checklist is intended for the various officials involved, as detailed in Chapter 2 of this Guide.

### 1.1 Scope of application

The *SRN* applies to salaried employees of the University. But also to full and endowed professors appointed by the University who are not employed by the University. In this Guide, the person to whom the Scheme applies is hereinafter referred to as the employee.

Student assistants and employees with on-call contracts who are also students are excluded from the Scheme. The reason for this exception is that students often have a variety of part-time jobs and do not belong to the risk group. The Executive Board has not identified any other groups to whom the Scheme does not apply.

### 1.2 Application procedure

Ancillary activities are part of the selection process. We ask managers to raise this topic during the terms of employment interview. For professors, approval of ancillary activities and disclosure of financial stakes and interests are part of the appointment procedure.

### 1.3 Special for professors during the appointment procedure

The *SRN* has specific agreements for professors regarding ancillary activities. Article 3, paragraph 4 of the *SRN* includes the obligation for candidate (endowed/full) professors to provide insight into their current (ancillary) activities as well as any financial stakes or interests prior to their appointment. It is not necessary to disclose financial stakes and interests that concern investments, shares or share portfolios held through a publicly traded fund except where these qualify as a substantial interest or where control is exercised by any other means. This is the case if the employee, with or without a tax partner, owns at least 5% of the shares. Even if the employee and the tax partner own less than 5% of the shares, there may be a substantial interest. This is the case if parents, children, or grandchildren (or their tax partners) of the employee and/or tax partner, have a shareholding of at least 5% in the company (see Question and Answer 4 to the *SRN*).

At the final stage of the appointment procedure for professors, the manager checks for ancillary activities and financial stakes or interests. Agreements are then already made as to whether the ancillary activities can be carried out in combination with the professorship at Tilburg University. The procedure for appointment of the professor states that the ancillary activities form (see Appendix) should already be attached at the time of the request for appointment. In the event of internal promotion to professor, the review for approval of ancillary activities and financial holdings or interests must be carried out again.

### 1.4 Functional or ancillary activities?

Functional activities include work and activities performed by an employee within the position and/or assigned task at the University. The assigned task is determined within the University based on the classification in the job profile of the University Job Classification System (*UFO*), the job duties as established by the University and/or other agreements made. The duties and work to be performed by the employee are determined by that which the employee can reasonably be assigned by the University (see also Article 1, paragraph 2 of the *SRN* and Question and Answer 2 to the *SRN*).

#### Examples of functional activities:

Participation in a scientific committee or consultative body—internal or external—(lead) editorial work, reviewing articles, and the professor writing articles for a newspaper/journal/magazine or giving an expert opinion in a TV program if this is also done on behalf of the University and is not done in a personal capacity. Such activities are examples of duties arising from the *UFO* profile of the position of professor ("disseminating scientific knowledge and insights"). The same applies with respect to the *UFO* profile of the position for assistant professor (UD), associate professor (UHD) and partly also to lecturers in higher job levels.

Functional activities for third parties includes both activities that are offered to third parties at a cost-effective rate (for example: contract funded research, extracurricular education, services to third parties, contract research), and activities for which no (cost-effective) compensation is provided (for example: participation in a review committee). Preferably, this is done on the basis of an agreement between Tilburg University and the third party. In the event that a School concludes an agreement with TIAS School for Business and Society, whereby, for example, a professor gives lectures by virtue of his appointment at Tilburg University, this is not regarded as an ancillary activity and the resulting income accrues to the School. However, if the professor has entered into an employment contract with TIAS on his or her own initiative and permission has been granted by Tilburg University, then this is considered an ancillary activity and the professor may, in principle, keep the income for him/herself unless other arrangements were made when permission was granted.

Ancillary activities are all work or other activities performed by an employee that do not fall under the position of and/or duties assigned to an employee at the University, regardless of (a) the full-time equivalent (FTE) under the employment contract with the university, (b) the time spent on the ancillary activities, (c) whether the employee receives any earnings from the ancillary activities, and (d) whether the activities are performed during or outside TiU working hours. Therefore, the aspects listed in (a) through (d) are irrelevant to whether it concerns ancillary or functional activities. I perform the activities outside working hours, so they are ancillary and not functional activities, is not a good argument. The job and assigned task should be reviewed. Even if the scope of the work elsewhere is greater than that at the University, it is considered an ancillary activity. The term "ancillary activities" should be construed broadly (see Article 1, paragraph 2 of the *SRN* and Questions and Answers 1 and 3 to the *SRN*).

Examples of ancillary activities:

- ❖ providing a lecture series as a (guest) lecturer to third parties unless Tilburg University has made the arrangement with that third party;
- ❖ a principal position elsewhere, for example, as a medical specialist, researcher, lawyer, or accountant;
- ❖ being the owner of a company;
- ❖ perform work as a self-employed person;
- ❖ being involved as a director, partner, supervisor, or shareholder in another organization, or otherwise having financial interests in an organization.

## **1.5 Remuneration functional activities (no ancillary activities)**

If the employee receives income for work that is part of the job and/or assigned duties and, therefore, does not qualify as ancillary activities, it benefits the University. After all, the person is paid by the University for his functional work. Proper arrangements must be made about this in collaboration with the controller/Finance & Control.

Functional activities do not have to be registered in My Employee Portal. After all, they are not ancillary activities. The employee can publish functional activities, for example external committees he/she sits on, in the free input field in Pure under his/her profile.

The situation is different for income that qualifies as ancillary activities. According to Article 5 paragraph 4 of the *SRN*, earnings from ancillary activities, depending on the category to which it belongs, accrues to the University, to the employee, or is shared between the two. This is further explained in Section 1.9(a) of this Guide under the title granting permission of ancillary activities under condition.

## **1.6 Reporting ancillary activities or declaration of no ancillary activities**

Employees are required to report ancillary activities in writing and/or electronically to the University upon commencement of employment or prior to acceptance of new ancillary activities or change in (aspects of) the ancillary activities. The employee must also declare that he/she does not perform ancillary activities if this is the case. At Tilburg University, this is done in My Employee Portal and for professors also prior to appointment (see Article 3 in the *SRN*).

Article 4, paragraph 2 of the *SRN* states that the Executive Board may decide that there is no duty to report in cases of employment of less than 6 months. This has not been used by Tilburg University. This means that an obligation to report ancillary activities also applies to employment contracts shorter than 6 months.

## Ancillary activities that need not be reported

The principle is that all ancillary activities are reported, but there is an exception to this for ancillary activities that meet all the requirements of Article 4 SRN. This is further explained in Question and Answer 5 to the SRN.

The employee is not required to report ancillary activities if:

- ❖ they have no relation whatsoever to the work at the University; **and**
- ❖ it is completely clear that the academic, organizational, and/or business interests of the University cannot be harmed in any way whatsoever; **and**
- ❖ they cannot in any way impede an effective and full performance of the job; **and**
- ❖ they are performed outside working hours; **and**
- ❖ they do not lead to any earnings being awarded for these activities.

Earnings include deferred income such as financial stakes or interests. It is not necessary to disclose financial stakes and interests that concern investments, shares or share portfolios held through a publicly traded fund. Reimbursements of expenses incurred and the maximum tax-exempt volunteering allowances do not qualify as earnings from ancillary activities.

## Examples:

Examples include board membership in an amateur sports association or a school board.

In the case of ancillary activities not covered by Article 4 of the *SRN*, registration is mandatory, and permission must be granted. If in doubt, the employee should contact his or her manager.

## **1.7 Positions that may be accepted before approval is given**

A number of positions may be accepted even before approval is obtained from the University for the ancillary position (Article 5 paragraph 5 of the *SRN*):

- a. elected public offices, such as municipal council member, provincial council member, water authority board member, or member of the House of Representatives or Senate member;
- b. positions in the judiciary;
- c. the position of professor at an academic hospital.

Should full job performance at the University potentially be compromised, arrangements will be made between the University and the employee to adjust the scope of employment and/or duties at the University before permission is granted.

## **1.8 Registration yes/no ancillary activities in My Employee Portal (MEP)**

Employees must register their ancillary activities and keep them up to date. Even if no ancillary activities are performed, this should be registered in MEP, in which an approval workflow has been set up, which, after registration by the employee, proceeds through HR to the manager and then to the Dean or Managing Director. This is further detailed in Chapter 2.

When registering ancillary work in MEP, the employee describes the following in the mandatory fields to be completed in MEP:

- ❖ the nature of the ancillary activity to be performed;
- ❖ a description of the content of the ancillary activity to be performed;

- ❖ the organization for which the ancillary activity is performed;
- ❖ the city and country of the organization;
- ❖ the start date and, if known, the end date of the ancillary activities;
- ❖ time spent;
- ❖ a description of the possible relations of the ancillary activity to be performed with the position within TiU;
- ❖ whether income, as referred to in Article 1, paragraph 4 of the *SRN*, is received;
- ❖ that permission to publish is granted.

*Nature and content of the ancillary activity (explanation)*

In addition to the nature, the content of the ancillary activity to be performed is also requested for a proper content review, allowing more context to be given by the employee.

*City/Country (explanation)*

In addition, MEP asks the employee in which city/country ancillary activities are performed. The foregoing is related to the determination of the country of social security. Ancillary activities may, in fact, affect this if there is cross-border working.

*Time spent (explanation).*

The time commitment is asked in the context of the employee's well-being and the Dutch Working Hours Act. In general, the Working Hours Act assumes that no more than 48 hours per week may be worked per 16 weeks. The Working Hours Act does not apply in some cases, such as for scientific researchers and for employees earning at least 3 times the minimum wage. However, this does provide a good indication to prevent overburdening. Permission for ancillary activities cannot be granted in cases where the proper performance of duties is impeded.

The above elements form criteria for a correct review of the ancillary activities in which permission to perform ancillary activities may be granted (yes/no with conditions), or ancillary activities should not be accepted or stopped.

## **1.9 Permission to perform ancillary activities**

*Deadline decision*

The goal is to complete the workflow starting with the employee's notification in My Employee Portal within 6 weeks with yes/no approval (possibly with conditions) by the Dean or Managing Director. If more time is needed, reasons must be given to the employee. However, a decision must be made within 12 weeks of the request (Article 7, paragraph 1 of the *SRN*).

*Review*

Permission to perform ancillary activities will be granted unless there is an objective reason for refusing permission (Article 5, paragraph 2 of the *SRN*). This is, anyway, the case with ancillary activities:

- ❖ that harm the academic, organizational and/or business interests of the University, such as by undermining trust in the university 's academic integrity and protection of business secrets; or
- ❖ that impede the effective and full performance of the job at the University, in terms of the health and safety of the employee or violation of the Working Hours Act; or
- ❖ for which there is (the appearance of) a conflict of interest or a conflict of interest for which a personal interest directly conflicts with the interests of the University and its affiliated institutions.

## Explanation

In terms of academic interests, it is important that fulfilling an ancillary position is not at odds with (for example) someone's research at Tilburg University. This also potentially touches on conflicts of interest. For example, someone works for a commercial organization, and that organization has an interest in ensuring that the scientist's research at TiU goes in a certain direction, thus jeopardizing the employee's scientific independence.

Furthermore, ancillary activities should not interfere with the effective and full performance of the position at the University. This includes exceeding the Working Hours Act. A person working part-time at the University, thereby, has more space and time to perform ancillary activities. The danger of overburdening should be avoided. In addition, some flexibility should be maintained (e.g., scheduling evening classes).

Conflicts of interest involve the intermingling of private and work interests. As a result, conflicts of interest can pose an integrity threat. In the case of conflicts of interest, employees have private interests that are at odds with and may adversely affect the performance of their duties and responsibilities at the University. It may include financial situations, for example, in the case of a (potential) loss or gain of the employee, his or her partner, family member, or friendly relationship. In particular, non-financial interests involve a (potential) benefit to someone or persons or organizations related to someone, such as, for example, improvement of someone's career, education, or professional reputation. Furthermore, it may involve access to confidential information or to certain facilities. This also includes favoring a particular person or organization with whom a relationship exists to the detriment of one with whom this relationship does not exist. In the situation where there is a (potential) conflict of interest, the employee should report it immediately.

Establishing a legal entity or being involved as a director, supervisor, shareholder, or otherwise in another organization can potentially lead to conflicts of interest. To illustrate this, here are some examples.

## Examples

Professor D. Kochenov at the University of Groningen (*RUG*) gave paid advice on passport trading to the Maltese government. The investigating committee found that the passport professor, in addition to failing to disclose his work, was guilty of conflict of interest and damaging the employer's reputation. Conflicts of interest were evidenced by the fact that Mr. Kochenov used his position at the *RUG* to receive funds from third parties into his private account. Moreover, the AIVD security service called the trade worrisome from the point of view of national security. Currently, the professor is no longer employed at the University. ([investigation-report-kochenov-def.pdf](#) ([back.nl](#)))

The scientist who also has his or her own consulting firm may not be hired by Tilburg University for consulting work. Permission for the ancillary activities of the private consultancy firm must be obtained. When granting permission, it must be clear when and in what situations the advice is given from the position as a scientist at Tilburg University and when from the private consultancy firm. The scientist must make proper arrangements about this with the Dean. The agreements pertain to which activities are carried out from his/her private company and which activities are carried out on behalf of Tilburg University. A model agreement has been drawn up by HR Policy for this purpose.

If organizational interests are harmed through the performance of ancillary activities, the employee must cease these ancillary activities and any permission previously granted must be withdrawn in writing with reasons.

## 1.9.a Permission under condition

The University may grant permission to perform ancillary activities subject to conditions (Article 5.3 of the *SRN*). The conditions are recorded in My Employee Portal. Conditions that may be attached to granting permission include:

- ❖ that all or part of the ancillary earnings accrue to the University;
- ❖ reduction in the scope (fte) of employment with the University;
- ❖ settlement of holiday entitlement in excess of the statutory entitlement;
- ❖ the period for which the permission is valid;
- ❖ a compensation payable to the University, if the performance of ancillary work with permission uses University facilities or capacity in any way.

### Earnings from ancillary activities

According to Article 5, paragraph 4 of the *SRN*, earnings from ancillary activities benefit the University, the employee, or are divided between the two depending on the category to which it belongs:

- a. earnings from ancillary activities that are clearly not related to employee's position at the University accrue to the employee;
- b. earnings from ancillary activities that arise directly or indirectly from the position at the University accrue in whole or in part to the University/Department or accrues to the employee after consultation between the employee and the University.

Earnings from ancillary activities mean the remuneration received by an employee in exchange for the ancillary activities performed. This includes deferred income and financial interests. Reimbursements of expenses incurred and the maximum tax-exempt volunteering allowances do not qualify as earnings from ancillary activities. (Article 1, paragraph 4 of the *SRN*)

Earnings for activities belonging to the position and/or assigned task but received from an entity other than the University, always accrue to the University. Please refer to Section 1.5 of this Guide.

### Examples

Nevertheless, even in a situation where the earnings from ancillary activities are obviously not related to the position at the University (Article 5, paragraph 4(a) of the *SRN*), the agreement can be made that all or part of the earnings accrue to the University. An example of this concerns the (partial) performance of ancillary activities during TiU working hours, in which case the agreement can be made to grant permission on the condition that the ancillary income accrues in whole or in part to the University or is set off against vacation hours.

A second example of this concerns making further agreements exceeding the Working Hours Act through the performance of ancillary activities, or when overburdening is a risk. This may also compromise the proper performance of duties at the University. In this case, it may be possible to agree to reduce the scope of employment at the University. Furthermore, in case of doubt as to how ancillary activities will proceed, it is possible that the University grants the permission for a specific period.

Here, the importance of a good dialogue is emphasized.

### Withdrawal of permission

If circumstances or insights change, the University may withdraw the permission granted for ancillary activities in writing, including substantiation. However, Article 5 of the *SRN* must be observed. In other words, it must then be re-assessed whether there are reasons under Article 5 to refuse the permission.



This may be the case if, for example, permission has been granted subject to conditions, without which the permission would not have been granted, and these conditions are subsequently not met by the employee. The foregoing is done by a custom-made letter signed by the Dean or the Executive Board (in the case of academic staff) and by the Managing Director or the Executive Board (in the case of management or support staff), which is added to the digital personnel file.

## **1.10 Publication ancillary activities academic staff**

### Academic staff

Publication of ancillary activities of academic staff contributes to transparency and prevents the appearance of conflicts of interest and safeguards scientific integrity. Therefore, every scientist at Tilburg University must give permission for publication of ancillary activities in My Employee Portal, after which the approved English-language ancillary activities are automatically published on the academic profile page. At Tilburg University, the publication requirement applies not only to professors but to the entire academic staff. The publication includes: the nature of the ancillary activities, the organization for which they are performed, and the start and end date.

### Professors

For professors, in addition, their ancillary activities are also published on the University's website and on the website of Universities Netherlands. The following information will be included:

- the name of the professor;
- the School where the professor is active;
- the name of the organization where the ancillary activity is performed; *and*
- the nature of the ancillary activity.

Professors who do not perform ancillary activities are also included in this public list.

The above is emphasized, in addition to the Sectoral Scheme Covering Ancillary Activities, by the Netherlands Code of Conduct for Research Integrity.

### Request regarding no publication

In exceptional cases, a request may be made to the Dean/Executive Board not to publish an ancillary activity, for example, in the event of danger or serious threat to personal privacy of the employee or incompatible with the interest of the Dutch state, or the need to protect knowledge. Exemption by the Dean/Executive Board from publication must be put in writing. The foregoing is done by a custom-made letter signed by the Dean or Executive Board, which is added to the digital personnel file.

## **1.11 Keeping ancillary activities records up-to-date**

Employees themselves are responsible for (timely) reporting of their ancillary activities and changes thereto and to register that they do not perform ancillary activities if this is the case. During the Performance & Talent Development interview, it will be discussed whether the registration is up to date or requires adjustment (Article 8, paragraph 1 of the *SRN*). Regular attention will also be paid to this in Departmental meetings.

By means of the annual ancillary activities statement, scientists (including professors not on payroll), Managing Directors, and Executive Board members are reminded to update their ancillary activities and are subsequently requested to sign the statement to indicate that the ancillary activities registration is current and complete. If no ancillary activities are performed (anymore), this should also be registered. In addition, the University will conduct random checks of ancillary activities (timeliness and completeness (Article 8 paragraph 3 of the *SRN*)).

## 1.12 Sanctions

As a rule (based on the principles of good employership and good employeeship), everyone should adhere to the obligations under the Scheme. In exceptional situations where the rules are deliberately not complied with, sanctions can be imposed. Whether a sanction is imposed depends on the nature and seriousness of the violation of the Scheme and the circumstances that played a role in this. The principles of good employership and good employeeship are also relevant in this respect.

Examples of measures the University may impose include:

- ❖ attaching further conditions to the permission granted to perform the ancillary activities;
- ❖ withdrawing the permission granted;
- ❖ ordering the termination of the ancillary activities;
- ❖ imposing an employment sanction, such as, for example, a warning/reprimand, suspension/disciplinary leave of absence, deducting holiday entitlement in excess of the statutory entitlement, implementing a demotion, transfer, or dismissal.

This is a *non-exhaustive* list of possible sanctions that can be imposed, and it is up to the University to determine the seriousness of the violation and whether a sanction is justified and proportionate in the situation concerned. HR employment lawyers must always be consulted when and before a sanction is imposed.

Measures imposed are recorded in writing and with justification, shared (in writing or electronically) with the employee, and stored in the digital personnel file or in My Employee Portal (in case of further conditions) (Article 7 of the *SNR* and Q&As 11 and 12 of the *SRN*).

## 1.13 Objection

Should the employee disagree with a decision regarding his/her ancillary activities, the employee is asked to first talk to the person who made the decision or to approach the HR advisor. If they cannot reach an agreement, an employee employed at Tilburg University who disagrees with the refusal of permission to perform ancillary activities can submit a dispute about this to the Participation Arbitration Committee for Tilburg University Employees for mediation and advice of the Executive Board. More information about the Participation Arbitration Committee for Tilburg University Employees can be found here: [Regulation on Disputes for Tilburg University Employees | Tilburg University](#)

## Chapter 2. Role Clarification and Explanation

This chapter shows the roles of the HR advisor, manager, and Dean regarding the decision on ancillary activities. The decision on ancillary activities is shown schematically in the decision tree in Figure 1.

Of course, all involved can hold a joint consult in case of ambiguity. In addition, in case of questions, Team HR Specialists can be contacted.

Figure 1. Decision Tree Ancillary Activities



This decision tree describes the various steps within the process of reporting, registering, and approving an employee's ancillary activities. Within this process, the HR advisor plays the role of process manager. The manager performs a substantive review. The Dean performs a marginal review.

## 2.1 Roles during appointment process of professors

Prior to the appointment of a full or endowed professor, the ancillary activities form (see Appendix) is completed by the employee and approved by the Dean. Insofar as the ancillary activities have not been approved previously, a substantive review will take place. For this, the roles as indicated under Section 2.2 can be followed. This takes place offline.

After the appointment, the professor is also asked to report and register the ancillary activities online in MEP. If a substantive review has taken place prior to appointment, the ancillary activities can be approved.

The HR advisor ensures that this ancillary activities form is attached to the request for appointment of a professor.

## 2.2 Roles in MEP

*HR advisor.* The HR advisor oversees the complete registration of the ancillary activities (nature, content, organization, time commitment, possible relations with job at the University, remuneration, and permission to publish). More specifically, the HR advisor reviews the time commitment of all ancillary activities performed by an employee in relation to the Working Hours Act and the employee's well-being. The HR advisor mentions the above considerations in the descriptive text field for the manager within the workflow.

For newly appointed professors for whom an offline review has taken place at the time of the request for appointment, the HR advisor will mention within the workflow that a substantive review has already taken place, and thus the ancillary work in MEP can be approved.

Furthermore, the HR advisor has an advisory role towards the manager regarding the issue of functional or ancillary activities, possible exemption from registration of ancillary activities in line with Article 4 of the *SRN*, possible harm to organizational interests, and the setting of conditions for approval of ancillary activities (among other things, based on the scope of ancillary activities).

This advice can be given in the descriptive field within the workflow.

The HR advisor also monitors the granting of permission for publication by the employee. If permission to publish is not given, the HR advisor can return the matter to the employee concerned or include it as a point of attention in the advice to the manager.

In the event the Dean agrees not to publish ancillary activities, the HR advisor will draft a brief letter documenting this agreement in writing. After signing by the Dean, the HR advisor will arrange for submission to the HRSC so that the letter will be included in the employee's digital personnel file.

*Manager.* The manager performs a substantive review on issues such as functional or ancillary activity (viewed from a person's position and task assignment) and possible impediments to effective and full performance of duties at the university. In the latter case, a point of attention is that the fulfillment of additional positions does not jeopardize the availability for Tilburg University (e.g., scheduling of evening lectures).

In addition, the manager advises the Dean regarding the presence of an objective justification for refusing permission (see Article 5, paragraph 2 of the *SRN*).

This is at least the case regarding ancillary activities:

- that harm the academic, organizational, and/or business interests of the University such as by undermining trust in the university's academic integrity and protection of business secrets; or
- that interfere with the effective and full performance of duties at the University, such as the health and safety of the employee and violation of the Working Hours Act; or
- for which there is (the appearance of) a conflict of interest or a conflict of interest in which a personal interest directly conflicts with the interests of the University and its affiliated institutions.

Advice is also given with respect to the option of granting permission to perform ancillary activities under condition. Advice can be given in the descriptive field within the workflow.

Furthermore, if the employee does not give permission for publication, the manager will also enter into dialogue with the employee in question.

*Dean.* The Dean conducts a marginal review regarding the performance of ancillary activities. Among other things, the Dean examines whether academic, organizational, and/or business interests may be harmed (see Article 5, paragraph 2 of the *SRN*). In addition, the Dean makes agreements with the employee regarding permission to perform ancillary activities under certain conditions (Article 5, paragraph 3 of the *SRN*). The foregoing can be recorded within the available text field in the workflow.

In addition, in exceptional cases, the Dean may give explicit permission for no publication of ancillary activities (Article 6, paragraph 5 of the *SRN*). This agreement should be recorded in a letter prepared by the HR advisor and signed by the Dean.

The Dean will conduct a marginal review that considers whether he/she agrees with the manager's recommendation. The Dean is the final step within the approval process flow.

*HR Service Center.* The HRSC records any conditions under which the ancillary activities are granted by the manager and Dean upon the registration of the relevant ancillary activities so that it is recorded and can be reported on. In addition, the HRSC provides advice to the HR advisor in the event that the performance of ancillary activities by the employee has social security implications.

The HRSC will also be approached by the HR advisor to add both the letter regarding no publication to ancillary activities to the employee's digital personnel file and the letter regarding withdrawal of permission to perform ancillary activities.

*HR Policy.* HR Policy periodically reviews whether newly appointed professors actually register the approved ancillary activities in MEP and informs the professor through the HR advisor if this has not been done one month after commencing employment.

## Appendix : Registration of ancillary activities and financial stakes/interests

Name and initials:

working for (School/Department):

hereby requests permission for the following ancillary activities at the time of appointment and/or

commencement of employment from date of appointment/commencement of employment:

and discloses any financial stakes/interests.

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### Ancillary activity 1

Organization:

City/country:

Start date:

End date:

Do you receive income?

Nature/description of activity:

Do you receive income privately?

Average number of hours:            per

Possible relations with position within TiU:

Inside or outside applicable TiU working hours?

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### Ancillary activity 2

Organization:

City/country:

Start date:

End date:

Do you receive income?

Nature/description of activity:

Do you receive income privately?

Average number of hours:            per

Possible relations with position within TiU:

Inside or outside applicable TiU working hours?

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### Ancillary activity 3

Organization:

City/country:

Start date:

End date:

Do you receive income?

Nature/description of activity:

Do you receive income privately?

Average number of hours:            per

Possible relations with position within TiU:

Inside or outside applicable TiU working hours?



**Financial stakes or interests**

According to the Sectoral Scheme on Ancillary Activities (article 3, paragraph 4), candidates for the position of professor must disclose their financial stakes or interests. It is not necessary to disclose financial stakes or interests that concern investments, shares or share portfolios held through a publicly traded fund, except where these qualify as a substantial interest or where control is exercised by other means. One speaks of a substantial interest if at least 5% of the shares in a company are owned by you yourself, or jointly by you and a life partner who qualifies as a tax partner. Even if you and your tax partner own less than 5% of the shares, you may nonetheless have a substantial interest. This is the case if any of your or your tax partner's parents, children or grandchildren (pr any of their tax partners) own at least 5% of the shares in the company.

Organization:

Possible relations with the current job at TiU:

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**I do not perform any ancillary activities and do not have financial stakes or interests**

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*If you perform more than 3 ancillary activities or have multiple financial stakes or interests, please mention them on a new form.*

For approval candidate/employee:

For approval on behalf of Tilburg University:

Date:

Date:

Place:

Place:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_