



Request for Approval of Outside Employment

Name: _____ Date: _____

Division/Department: _____

Status: 9-month faculty: ____ 12-month faculty: ____ For the academic year: _____

Check one option: This is an initial annual form ____ OR This is a change to a form ____

Provide a description of proposed external employment OR check None planned ____

Dates of
Employment: _____

Average Number of Hours
of Employment per Week: _____

By my signature I affirm that these activities do not represent a conflict of interest and will not detract from my regular university responsibilities.

Signature of Applicant: _____ Date: _____

Signature of Dean of Faculty: _____ Date: _____

Signature of Vice President
for Academic Affairs: _____ Date: _____

Signature of the President: _____ Date: _____

This form complies with **Faculty Policy 5.1.2 Outside Employment: A full-time faculty member must provide a written request to engage in outside employment. With written approval of the dean of faculty, vice president for academic affairs, and president, such employment may be approved if it in no way takes time from, interferes with, or is in conflict with the institutional services for which the faculty member is employed. Failure to comply with this policy may be grounds for dismissal. Outside employment of a faculty member in any period during which the faculty member is not under full-time contract with the university (e.g., during the summer for a 9-month faculty member) is excluded from this policy.*