

Academic year: 20 _____ - 20 _____

Name: _____ School/Department: _____
Last First Middle

Address: _____
Street City State Zip

Phone: Work () _____ Office () _____

Faculty Assignment: _____

In accordance with the provision of Paragraph four of the Faculty Contract, concerning agreement of faculty member not to obligate himself/herself for any outside employment nor to accept outside positions or responsibilities with non-university entities without prior and written approval of the Dean and Vice President for Academic Affairs, a request is made that the following non-university employment or activity be authorized.

Description of Work or Activity

Business or Organization for Non-university Employment or Activity

Name _____ Owner or Supervisor _____
Address _____ Phone _____

Dates of Employment or Activity

Month _____ Date _____ Year _____ Begin: _____ End: _____

Specific Hours / Days of Employment or Activity

Day _____ From: _____ To: _____
a.m. / p.m. a.m. / p.m.

Remarks

Requested by: _____ Date _____
Signature of Faculty Member

Action

☐ Approved ☐ Not Approved _____ Date _____
Dean
☐ Approved ☐ Not Approved _____ Date _____
Vice President for Academic Affairs