



NON-UNIVERSITY EMPLOYMENT REQUEST

Academic Affairs

Academic year: 20 _____ - 20_____

Name: _____ School/Department: _____
Last First Middle

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. Outside employment for monetary compensation should be limited to 8 hours per week or one 3-hour class per academic year at another institution.

I will not be involved in any outside employment.

I will be involved:

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/Description of Outside Employment:

Signed: _____
Signature of Faculty Member Date

Action

Approved Not Approved _____
Dean Date

Approved Not Approved _____
Vice President for Academic Affairs Date