

REQUEST FOR APPROVAL TO ENGAGE IN EXTERNAL ACTIVITY

All full time University employees are expected to devote their primary professional loyalty, time, and energy to the educational, research, and scholarship programs of the University. Employees are encouraged to participate in professional activities (e.g. consulting, teaching, speaking, participating in business or service enterprise) that do not interfere with the regular and punctual discharge of official duties.

The specific responsibilities and professional activities that constitute an appropriate commitment will differ across Colleges/Schools and departments, but they should be based on a general understanding between the employee and his or her supervisor. Pursuant to University and Board of Regents policies, a full time University employee must submit this completed form to his or her supervisor and receive advance written approval (as evidenced by the supervisor's signature on this form) before engaging in external activities.

Form Guidelines:

1. A form must be completed for **each** separate activity.
2. Where approval relates to an activity that spans **more than twelve months**, the employee must again request approval at the beginning of each succeeding academic year applicable to the time period of the outside activity.
3. When the nature of an approved outside activity or the time committed to it changes significantly, subsequent to approval, an amended outside activity form must be filed.
4. A form is not required to be filed for activities undertaken by a faculty member employed on an academic year contract for activities which begin after the end of spring semester and are completed before the beginning of the succeeding fall semester, unless that faculty member is employed to teach one or more courses at the University during that summer semester.
5. When an employee undertakes appropriate outside activity, the following conditions are expected to be observed as part of the employee's University obligations:
 - a. Follow established policies and process to identify and gain prior approval to undertake any outside activity.
 - b. Engage only in outside activities that are in keeping with the employee's position, that reflect positively on the department or academic unit and the University, and that do not compete directly with previously established activities associated with the University.
 - c. Do not use the University position to actively promote consulting or other outside activities for compensation.
 - d. Do not use University resources (space, equipment, personnel, or other University property) for outside activities, except where explicit permission has been obtained and appropriate arrangements for reimbursement have been established.
 - e. Be prepared to account for the actual amount of time devoted to approved outside activities and their appropriateness.

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Employee Name:	
Employee Title:	
Department/School:	
Supervisor Name:	

1. I have outside activity to report. I do not have any outside activity to report.

2. Description of Activity (be specific and include the name and address of the external organization):

3. Will this outside activity involve compensation in addition to reimbursement of out of pocket expenses?

YES NO

If yes, provide additional detail:

4. Classroom substitution:

No classes would require substitute instruction

Substitute instruction would be required in the following classes:

(Attach list course number, hour and location, along with substitute instructor's last name.)

5. Please provide the dates or date range for the proposed activity and a description of the amount of time required.

Date(s):

Time required:

Employee Signature: _____ Date: _____

Department Chair: _____ Date: _____

The above activity is approved / not approved.

Assistant Dean: _____ Date: _____

A copy of this form should be returned to the employee; and a copy should be retained by the College/School in accordance with its procedures.