

**Application for Permission to Engage in
Outside Employment or Practice of Profession**

The Board of Trustees of State Institutions of Higher Learning has established that "Institutional members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the institution concerned, and provided further, that the executive officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will interfere in no way with the institutional duties of the individual requesting such permission. In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he/she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest." In particular, this directive is understood to cover (1) connection with any business enterprise as consultant, owner, partner, officer, director, or agent; or (2) connection with any public office either by election, appointment, or employment.

In accordance with regulations established by the Board of Trustees of State Institutions of Higher Learning, I hereby request permission to engage in outside employment or practice of profession.

Name _____ School/College _____

Title _____ Department _____

Activity is inside the University. outside the University.

Description of Activity:

Name and address of organization for which work will be done (be specific):

Amount of time to be devoted to activity (explain):

Will this activity:

- Yes No utilize University facilities and/or equipment? Yes No utilize University support personnel?
Yes () No ()
- Yes No utilize University supplies and commodities? Yes No interfere with normal Institutional duties?

If yes to any of the above, explain:

If additional space is required, attach a separate sheet.

Signature of employee _____ Date _____

If the employee expects to earn more than 10% of his/her salary, with payment through the University, the employee must obtain advance approval from the employee's respective vice president.

Department Chair _____ Date _____ V P Research & Planning _____ Date _____

Dean/Director _____ Date _____ Other VP (as appropriate) _____ Date _____

Director, ORSP (as appropriate) _____ Date _____ President _____ Date _____

Approval of this application expires automatically at the end of each fiscal year (June 30). If a renewal is desired, a new application must be filed.