



APPLICATION FOR PERMISSION TO ENGAGE IN OUTSIDE EMPLOYMENT OR PRACTICE OF PROFESSION

To the President: In accordance with regulations established by the Board of Trustees of State Institutions of Higher Learning (IHL)* at its January 1998 meeting, I hereby request permission to engage in outside employment or practice of profession.

Nature of outside employment: _____

Name of employing entity: _____

I affirm that:

- 1. This employment will will not interfere with my regular work for the University.
- 2. This employment will will not involve the use of University facilities or equipment.
If there is such use, complete Part II of this form shown on reverse of sheet.
- 3. This employment will will not be considered Faculty Consulting as defined by the Faculty Consulting Policy.
If work to be performed is considered Faculty Consulting, complete Part III of this form shown on reverse of sheet.

Anticipated income within 12 month period: Above \$10,000 Below \$10,000

Termination date of outside employment: _____ (approval required annually)

Amount of time devoted monthly to above employment: _____

Currently engaged in other outside employment? No Yes If yes, total amount of time devoted monthly _____

Employee

I understand I must take Personal Leave for any time I spend on outside employment during my regular work hours unless I am a faculty member who has been approved to work under the Faculty Consulting Policy (for Faculty Consulting, complete Part III on this form shown on the reverse of sheet.) I also understand that permission to engage in outside employment can be denied or canceled if the outside employment unduly interferes with my work or that of the University. See more information at <http://www.usm.edu/institutional-policies/policy-adma-hr-001>

Employee's Name (please print or type) Employee ID Employee's Signature

Employee's Title and Department Date

Chair/Director

I agree with and approve of the circumstances surrounding the three affirmations above.

Statement of Chair/Director: _____

Signature of Department Head Date

Dean

Statement of Dean and Recommendation: _____

Signature of Dean Date

Provost/Vice President

Statement of Provost/Vice President: _____

Signature of Provost/Vice President Date

President

President Date

* See top of reverse for outside employment policy as approved by the Board of Trustees

BOARD OF TRUSTEES' POLICY ON OUTSIDE EMPLOYMENT

Faculty and staff members desiring to engage in outside employment or practice of profession should complete this form and forward it through channels to the President for approval. Approval is required annually.

The regulation established by the Board of Trustees of State Institutions of Higher Learning at its January 1998 meeting regarding outside employment, it as follows:

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, 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 individual will not engage in a business or profession what would in any manner compete with a similar business or profession over which he or she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.

Fifteen days of Military Leave annually as provided by law is exempt from the requirement for use of Personal leave, but is to be reported. Reference policy "Military Leave of Absence."

FACULTY CONSULTING POLICY

In general, faculty consulting is defined as professional activity that enhances the person's value and experience as a faculty member or advances the University's mission, where a fee-for-service or equivalent relationship with a third party exists. Reference policy "Faculty Consulting Policy."

PART II

Complete only if University facilities and equipment are to be used.

Please summarize below the estimated use of University facilities and equipment in sufficient detail to provide a basis for administrative review and for your protection once approved. Use additional sheets if necessary.

Facilities: Give location and description and indicate the amount of usage per week or per month as appropriate.

Equipment: Locate, name or describe, and indicate amount of usage per week or per month as appropriate.

NOTE: University facilities and equipment are to be used only in compliance with University policy.

PART III

Complete only if engaging in Faculty Consulting.

Please summarize below the professional activity that enhances the value and experience as a faculty member or advances the University's mission. Use additional sheets if necessary.

If the professional activity meets the criteria for faculty consulting, the faculty member with proper approvals and so long as doing so does not interfere with his or her University responsibilities, may not be required to use Personal leave time for hours spent on the outside employment, up to the limits set forth in the Faculty Consulting Policy.

NOTE: The professional activity must comply with Outside Employment policy as found in the Employee Handbook