

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 t