

# MISSISSIPPI UNIVERSITY FOR WOMEN

## Outside Employment Request Form

### FACULTY

Faculty members may receive requests for consulting services or other employment from business and industry, various agencies, institutions or individuals. The University wishes to cooperate in and facilitate such endeavors whenever possible. **Requests to engage in such activities must be reviewed and approved in advance by the Department Chair, Dean, Provost/Executive Vice President for Academic Affairs and President.**

Faculty positions, unless otherwise stated, are considered full-time positions. Before accepting outside employment, faculty members should determine and document that the said outside employment will interfere in no way with their institutional duties. Requests to engage in outside employment, including consulting activities, must be submitted on approval forms through channels to the President.

***Approved forms expire at the end of every fiscal year and must be approved annually.***

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Nature of outside employment: \_\_\_\_\_

Justification for Approval: \_\_\_\_\_

Relationship, If any, to official University responsibilities: \_\_\_\_\_

Expected time expenditures (include daily hours, the days each week involved, and weekly totals):

I signify that the above information is true and correct.

\_\_\_\_\_  
Faculty Employee Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_ Department Chair

\_\_\_\_\_ Dean

\_\_\_\_\_ Provost/EVPAA

\_\_\_\_\_ President

Any comments regarding this request or its approval/disapproval should be included on the back of this sheet.