

MISSISSIPPI UNIVERSITY FOR WOMEN

Outside Employment Request Form

STAFF (Non-Faculty)

Staff positions, unless otherwise stated, are considered full-time positions. Before accepting outside employment, staff members should determine and document that the said outside employment will interfere in no way with their institutional duties. **Requests to engage in such activities must be reviewed and approved in advance by the Unit Head, Supervising President's Cabinet Member and President.** 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.

Staff Employee Signature

Date

Approved by:

Unit Head

Supervising President's Cabinet Member

President

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