



Notice of Outside Employment and Adjunct Teaching Assignments

Instructions:

Complete and save this form as a new document. Submit the saved form to your supervisor prior to engaging in outside employment, or if you intend to accept an adjunct teaching assignment. The supervisor will review this form with you, and if approved, will sign and send a copy to Employee Relations for your personnel file. An estimate of outside work hours, and begin and end dates are required. Complete a new form for each new assignment or term.

Name: _____	Title: _____
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Please complete the following information:

Employer _____

Location _____

Type of Work _____

Hours of Work _____ Start Date _____ End Date _____

If this is an adjunct teaching assignment, is it (check one) _____ included in current FTE job
 _____ over and above current FTE job

Additional Information:

Employee Signature	Date
Supervisor Signature	Date Reviewed
Filed with ER	Date