

Prior Approval of Outside Employment

Board Policy 450.1

University of Arkansas

This form implements the University of Arkansas Board Policy on outside employment (450.1) passed in 1916 and revised most recently in April 1993. **Full-time faculty and non-classified administrative staff members are required annually or as needed to obtain written approval from department head and dean prior to undertaking outside employment.**

I request to undertake outside employment as follows:

Beginning Date: _____

Ending Date: _____

Estimate of **average hours per week** to be spent over the period: _____ hrs/wk (est)

The employee is required to state the nature and source of outside employment. In the space below or in an attached explanation include: name and address of employer; specific explanation of the nature of the employment, location, schedule; how assigned University responsibilities will be covered during your absence; whether or not the use of University facilities, property, or personnel are requested in the employment, and the expected benefit of the outside employment to faculty professional development and to the University.

Explanation Attached.

I affirm that, to my knowledge, this outside employment will not create a conflict of interest or commitment (see policy in Faculty Handbook) in my duties, responsibilities or obligations to the University of Arkansas.

A possible conflict of interest may exist. The Conflict of Interest and Commitment Form is attached.

Signed _____ Date _____

Name (print or type) _____

Title or Position _____

Department or Unit _____

Approvals

Department Chair or Unit Head

Date

Dean or Unit Head Supervisor

Date

approved copy to employee
record maintained in office of dean or unit head's supervisor

VCAA 7/19/94