



OUTSIDE EMPLOYMENT DISCLOSURE

Name: _____

Rank: _____

Department: _____

College: _____

Initial the appropriate statement below and return this signed form to your department chair at least ten (10) business days before the start of every fall semester.

_____ I am not presently engaged in any outside employment activities. I understand that if I intend to engage in outside employment, *defined as professional activities that fall outside of the normally defined workload of teaching, research, and service and that may involve external compensation, and which takes place during a semester in which I am teaching for the University*, during this academic year, I must submit an Outside Employment Request to my college dean.

_____ My request for Outside Employment during _____ semester has been approved by my college dean (attach signed, approved request).

Signature/Date

Received by/Date

Vice Provost for Faculty Affairs

3640 Colonel Glenn Highway • Dayton, OH 45435-0001