

Faculty and staff members desiring to engage in outside employment or practice of profession should complete this form and forward it through channels to the President for approval. Approval is required annually.

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

Consulting \_\_\_\_\_ Business \_\_\_\_\_

Permission is requested to accept employment (practice of profession, consulting or business) outside Delta State University. I understand that this application must receive all required University approvals prior to my engaging in outside employment or holding public office by election or appointment. I certify that:

- Such business activities are of such character as not to damage the prestige or image of Delta State University;
- The business activities will not involve unauthorized use of University property (see policies: Wireless Communications; Use of Computing and Network Resources);
- Such business activities will not interfere with my regular duties and responsibilities as a member of a department/unit within the University; and,
- Involvement in the business or profession that would in any manner compete with a similar business or profession over which he or she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.

Name of Employer:	Address of Employer:
Nature of Work:	
Amount of Time Devoted Monthly to Outside Employment:	
Period of Request (From:)	(To:)
Location of Principal Activity	

\* Requests will not be approved for a period longer than one fiscal year and all authorizations will terminate June 30.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approvals:

Department Chair/Director	Date
Dean	Date
Vice President	Date
President	Date

When completed, the original form must be forwarded through campus mail to Human Resources or delivered to Kent Wyatt Hall 247. A copy must be maintained in the department.