

Illinois State University

Request for Approval of Secondary/Outside Employment for Fiscal Year 2018

(To be completed for employment occurring July 1, 2017 – June 30, 2018)

In accordance with State law, Board of Trustee's policy, and Illinois State University Policy 3.3.7 Secondary/Outside Employment, (<http://policy.illinoisstate.edu/employee/3-3-7.shtml>), full-time tenured or tenure-track faculty, faculty associates, chairpersons, and administrative/professional employees must receive prior approval for all outside employment paid by an external source of any sort, including research, consulting, and teaching. Please complete this form and forward to your chairperson before the start of your project. The Provost Office will return a copy for your files.

Note: An annual report of the numbers of hours actually spent on the above activity is required to comply with state law. The annual report, PERS 928, is due to your department chair/school director or supervisor) by August 31.

Name	Date			
Department/School	e-mail:			
You are:	Tenured/Tenure-Track Faculty	Chair/Director	AP	Faculty Associate
Type of Activity:	Research	Consulting	Teaching	Other
Expected Duration:	From		To	
	mm/dd/yy		mm/dd/yy	

Note: Outside employment is approved on an annual basis. If your activity extends beyond June 30, 2018, please submit an updated form by June 15, 2018.

Approximate Number of Hours of Activity on the Project

Name of External Employer

Address

Briefly describe the nature of the employment:

(approvals are on next page)

APPROVALS

Recommended for Approval

Not Recommended for Approval

Department Chairperson

Date

Recommended for Approval

Not Recommended for Approval

College Dean

Date

Recommended for Approval

Not Recommended for Approval

Provost

Date

Distribution: Original retained by the Provost Office; copies sent by Provost Office to Dean, Department Chairperson and Faculty Member