

Illinois State University

Annual Report of Secondary/Outside Employment for Fiscal Year 2019

(To be completed for employment occurring July 1, 2018 – June 30, 2019)

In accordance with State law and Illinois State Policy 3.3.7 Secondary/Outside Employment, (<http://policy.illinoisstate.edu/employee/3-3-7.shtml>), tenured or tenure-track faculty members, faculty associates, chairpersons, and administrative/professional employees must receive prior approval for outside employment, including research, consulting, and teaching paid by an external source. In addition, State law (Illinois revised Statutes, Chapter 144, Section 216) requires that an employee who has received approval for external employment report annually the actual time he/she has devoted to such work. This annual report must be submitted to your department chair/school director/ supervisor no later than August 31 of the following fiscal year for timely routing to the Office of the Provost.

Name _____ Date _____

Department/School _____ e-mail: _____

You are: Tenured/Tenure-Track Faculty Chair/Director AP Faculty Associate

Type of Activity: Research Consulting Teaching Other _____

Name of External Employer _____

Address _____

Duration From _____ To _____
Month/Day/Year Month/Day/Year

Number of Hours of Activity on the Project _____

Note: Outside employment is approved on an annual basis. If your activity extends beyond June 30, 2019 please submit an updated PERS 927 form by June 15, 2019.

Signature

Date

The original of this completed form is due to your Chair/Director/Supervisor by August 31. You may retain a copy for your records.

APPROVALS

Chairperson/Director/Immediate Supervisor Signature

Date

The original of this completed form is due to the Dean/Second-level Supervisor by September 15.

College Dean/Second-level Supervisor Signature

Date

Please forward the original form, with all signatures, to the Provost's Office, Campus Box 4000 by September 30.