

Judson College

Request for Approval of Additional Employment

The Faculty Handbook states that faculty may accept employment outside the College with "the prior approval of the division chair, the dean, and the president." This form is to be completed at the beginning of each academic year in which the faculty member expects to continue outside employment or at such time as he/she wishes to initiate outside employment whether on a continuous or intermittent basis (e.g. consulting).

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Name \_\_\_\_\_ Date \_\_\_\_\_

Department/Division \_\_\_\_\_

Place of Outside Employment \_\_\_\_\_

Anticipated Duration of Employment \_\_\_\_\_

Nature of Work Responsibilities \_\_\_\_\_

Approximate Number of Hours Per Week \_\_\_\_\_

Will the employment involve any hours between 8:00 a.m. and 4:30 p.m. on Monday through Friday? \_\_\_\_\_

If so, attach complete plans for classes, advising and office hours, demonstrating that the employment will not affect your duties at the College.

\_\_\_\_\_  
Signature

Recommend Approval Yes \_\_\_ No \_\_\_  
\_\_\_\_\_  
Division Chairman \_\_\_\_\_ Date \_\_\_\_\_

Recommend Approval Yes \_\_\_ No \_\_\_  
\_\_\_\_\_  
Vice President & Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved  
\_\_\_\_\_  
President \_\_\_\_\_ Date \_\_\_\_\_