



Request for Approval of Proposed Outside Employment and/or Supplementary Assignments

A full-time member of the university faculty or administrative/professional staff may engage in outside employment or in supplementary employment with approval from the appropriate supervising Chair, Dean or Director, and Vice President. Supplementary employment is defined as any additional assignment within the university that requires a separate payroll action form. Specific policies are available in the Cameron University Faculty Handbook Section 5.10 and in the Oklahoma Board of Regents' Policy Manual Section 3.1.10.

Name:		Today's Date:	
Title:			
Department:		Status: Faculty: <input type="checkbox"/> Staff: <input type="checkbox"/>	
Time Period Covered:		From:	To:
Appointment Status: Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/>		For the Academic Year 20 - 20	
9 month: <input type="checkbox"/> 12 month: <input type="checkbox"/>			

Provide a description of proposed supplementary extra compensation assignments OR check None planned.

Inclusive dates of assignment(s):

Provide a description of proposed external employment OR check None planned.

Dates of Employment:

Average Number of Hours of Employment per Week:

By my signature I affirm that these activities do not represent a conflict of interest and will not detract from my regular university responsibilities.

Employee Signature:

Date:

Signature of Department Chair or Immediate Supervisor:

Date:

Signature of Dean or Director:

Date:

Signature of Appropriate Vice President:

Date: