

## Request for Approval to Engage in Outside Work

Date \_\_\_\_\_

(Name) \_\_\_\_\_ is requesting approval to engage in outside work.

1. Nature of the work:

"

2. Amount of time to be devoted to the work (include a statement of definite hours necessary for the activity, if it is to be conducted within normal working hours):

3. Board of Trustees Statement:

"It is the policy of the Board of Trustees of Appalachian State University that the Chancellor has the power to allow a person to do a reasonable amount of outside work providing this in no way interferes with her or his teaching and other responsibilities. For this reason, it is understood that this approval to engage in outside activities in no way relieves the faculty member from the responsibility of performing all of her or his University duties, including teaching, counseling, office hours, committee work, and other responsibilities of a full-time faculty member at the University. In the event the Chancellor concludes that the outside activity is resulting in such interference, the faculty member agrees to cease the outside activity or resign from full-time faculty status and responsibility."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Administrative Action on Request

Reviewed; work determined to be consistent with University policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Departmental Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean