



**OLD DOMINION**  
UNIVERSITY

**REQUEST FOR OUTSIDE EMPLOYMENT**

Submit the completed form to your department chair. You must get permission from your chair and dean. You must submit a separate form for each activity. Please review the policy in the [Faculty Handbook](#) first.

1. Faculty Name & UIN: \_\_\_\_\_ UIN: \_\_\_\_\_

2. Department/School: \_\_\_\_\_

3. Firm/Agency for which outside activity will be performed: \_\_\_\_\_

(a) Address of the firm: \_\_\_\_\_

(b) Telephone Number: \_\_\_\_\_

(c) Contact Person: \_\_\_\_\_

4. Duration of Outside Activity (Schedule):

5. Average Hours per Week: \_\_\_\_\_ = \_\_\_\_\_ %

6. Description of the specific activities expected of the faculty member by outside firm/agency. (Attach the contract of other written agreement including e-mails.)

7. If the source of funding for the project is directly or indirectly from a local, state or federal government agency, indicate the funding agency and contract number. (This does not apply to research through ODURF or credited to Leger 5 Accounts.)

\_\_\_\_\_

8. Description of expected use of University facilities (including average number of hours of use per week):

(a) Telephones: \_\_\_\_\_

(b) Computers and/or e-mail system:

(c) Copying Machines: \_\_\_\_\_

(d) Student Assistance (identify by name and expected assignment):

9. Does this outside activity require the use of University facilities other than those described above?

YES

NO

If yes, describe:

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
School/Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

Is this an outside teaching opportunity (Provost Signature Required):

Is this an appeal of an outside employment request? (Provost Review & Signature Required):

PROVOST APPROVAL (TEACHING):

PROVOST APPEAL DECISION:

\_\_\_\_\_  
Provost & Vice President for Academic Affairs (or designee, if applicable)

\_\_\_\_\_  
Date

