



Division of Academic Affairs

## Request for Outside Employment Form

- Submit the completed and signed form to your department/school chair for approval. Once approved, the chair will forward the form to the dean for review and approval.
- **Approval from both your chair and dean is required.**
- Each outside employment activity requires the submission of a separate form.
- Review the policy on Outside Employment in the [ODU Teaching & Research Faculty Handbook](#) first.

### Faculty Information

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*Faculty Member's Name*


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*UIN*


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*Email*


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*Department/School Name*


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*College/School*

### Outside Organization Information

Name of organization for which outside activity will be performed: \_\_\_\_\_

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*Address*


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*City*


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*State*


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*Zip Code*


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*Contact Person's Name*


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*Telephone Number*

Duration and schedule of Outside Activity: \_\_\_\_\_

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

Describe the specific activities the outside/external organization expects of the faculty member to perform (attach the contract or other written agreements, including emails):

  
  
  
  
  
  
  
  
  
  

If the source of the funding for the project is directly or indirectly from a local, state, or federal government agency, specify the funding agency and contract number below (this does not apply to research through ODURF or credited to Ledger 5 accounts):

Describe the expected use of University facilities (including the average number of hours of use per week):

Computing and Communication Services: \_\_\_\_\_

Printers/Copiers: \_\_\_\_\_

Student Assistance (include student's name and expected assignment):

Will this outside activity require the use of University facilities not already described above? ☐ Yes ☐ No

If yes, describe below :

\_\_\_\_\_  
**Faculty Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department/School Chair Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean/Director Signature**

\_\_\_\_\_  
**Date**

Is this an outside teaching opportunity?

(If yes, approval of the appropriate executive vice president (EVP) is required):

☐ Yes ☐ No

Provost or VHS EVP Approval (required for teaching only):

☐ Approved ☐ Denied ☐ N/A

Is this an **Appeal** of an outside employment request?

(Appropriate EVP review, approval, and signature are required):

☐ Yes ☐ No

Appropriate EVP Appeal Decision:

☐ Approved ☐ Denied ☐ N/A

\_\_\_\_\_  
**Appropriate EVP Signature (or designee, if applicable)**

\_\_\_\_\_  
**Date**