

Request for Joint/Outside Employment for Classified or Administrative/Professional Faculty

Joint employment occurs when a University employee occupies two or more positions within the University. Outside employment means work for any non-university entity whether or not such work is performed on campus and includes self-employment. This form should be used by classified employees and administrative and professional faculty to seek advance approval for additional employment within and/or outside of Old Dominion University in accordance with University policy.

Employee Information:

Name: _____ Employee UIN: _____
Current Position Title: _____ Department: _____
Campus Phone: _____ Email: _____

Joint/Outside Employment:

Name and Location of Outside Employer: _____
Describe Position or Nature of Work: _____

When will the joint/outside employment occur? (days of the week and hours of the day) _____

Is the joint/outside employment one-time? Over a defined period? (if so, state the period) Or on-going? (Please describe)

University policy permits classified employees and administrative and professional faculty employment opportunities outside the normal work schedule with advance approval from the immediate supervisor and Vice President, provided the additional duties do not impede or compromise the employee's university duties and responsibilities.

When the joint/outside activity involves teaching or consulting for another institution, the department chair and Dean must certify that the activity is not in direct or indirect competition with the interests of the University or programs offered by the department.

Employee: _____ Date: _____
Immediate Supervisor/Department Chair Approval: _____ Date: _____

By signing, the immediate supervisor is confirming that the joint/outside employment does not conflict with the University's mission and objectives and will not impede the employee's University responsibilities and duties. AP faculty teaching for-credit courses at ODU require provost approval in addition to their VP approval.

Dean Approval (if applicable): _____ Date: _____

Vice President Approval: _____ Date: _____

Provost or Designee _____ Date: _____

A copy of the approved form should be given to the employee and the original filed in the supervisor's departmental file. A copy of the signed form must be sent to the Division of Talent Management and Culture at hrdept@odu.edu for the personnel file.