

Outside Employment			
Reference Number 10.00 Forms	Board Approval 10/2006	Effective Date 07/01/2018	Page 1 of 1

*This form should be completed by any full-time faculty member who participates in any income producing activity beyond the regular Tusculum University contract during the academic year. Please complete additional copies of this form, if you work for more than one other organization.

Name: _____

Approximately how many hours do you devote to this activity each week? _____

List the weekly schedule of your outside employment below:

Work Day(s)	Work Hour(s)	Work Day(s)	Work Hour(s)

List the name of your outside employer and the location of your outside employment activity below:

Employer: _____

Work Address: _____
Street
City
State
Zip

Telephone (____) _____

 Employee Signature Date

The Dean/Director or the Vice President of Academic Affairs is required to authorize all outside employment activities of faculty members who are under full-time appointment to Tusculum University. A copy of this form will be returned to you after your outside employment activity has been approved.

 Printed Name of Dean/Director

 Signature Dean/Director Date

 Printed Name of Vice President of Academic Affairs

 Signature Vice President of Academic Affairs Date

Explanation and/or comments:

