

Approval Request for Non-University Employment
By Full Time Faculty

Southern Illinois University Edwardsville

By State Law, 110 Illinois Statutes 100 requires all full time faculty members of State supported institutions of higher education to obtain prior written approval of the Chancellor (or designee) for the performance of outside research or consulting services. The same Act further requires such faculty members to submit to the chancellor (or designee) an annual statement of the amount of time actually spent on such activities.

University Policy states: A full-time member of the faculty of Southern Illinois University at Edwardsville shall not, during his or her period of annual service, engage in a business (including self-employment)* or be employed for remuneration by agencies other than the University except with the approval of the Chancellor (or designee.)

*Self-employment does not include personal research or publication but does include all other outside activities for which remuneration is received.

Name: _____ Unit: _____

Proposed Employer: _____

Address of Employer: _____

Description of work to be performed: _____

Estimated beginning date: _____ Estimated ending date: _____

Estimated total time involved in days on an annual basis: _____

Estimated total annual income from outside employment: _____

Describe when this work will be performed (e.g., weekdays, evenings, weekends, breaks, summer):

Describe any conflict between the interests of the University and those of the proposed employer. (if none, so indicate. If necessary, provide attachment.)

A report for the period July 1 through June 30 shall be filed by September 1 following that period.

Signature: _____ Date: _____

Recommended by Chair: _____ Date: _____

Recommended by Dean: _____ Date: _____

Approved by Chancellor/Designee: _____ Date: _____