

## Request for Approval for Outside Employment

All requests for outside employment must be made prior to entering into any contractual arrangements with a potential outside employer. Requests should be submitted to the School Director who will forward them to the Dean of the College. Once the form has been reviewed by the dean, the person making the request will receive a response.

Name: \_\_\_\_\_

Position Title/Rank: \_\_\_\_\_

School: \_\_\_\_\_

Description of Outside Employment or Consulting: Include: name of outside employer, nature of outside employer's work, nature of work you are requesting to perform, requested hours of outside employment, where work is to be performed. If a contract or a letter or agreement is involved, please provide a copy with this request.

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Attach any additional information that will be helpful in reviewing this request.

*Note:* Use of University facilities and staff is normally prohibited in connection with outside employment. If you will be using any such University property or staff, please describe:

I do hereby affirm that the outside employment or consulting described above in no way violates any of the provisions of the "Outside Employment Policy" of the University of Northern Colorado and the College of Performing and Visual Arts.

\_\_\_\_\_  
Faculty/Staff Signature

\_\_\_\_\_  
Date

School Director's Recommendation:

I support this request.

I do not support this request.

\_\_\_\_\_  
School Director's Signature

\_\_\_\_\_  
Date

Dean's Recommendation:

I support this request.

I do not support this request.

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

As a general rule, the College of Performing and Visual Arts employees may engage in employment of and in addition to employment with the University, provided:

- (1) the outside employment does not alter or conflict with the hours the employee is scheduled to work for the College;
- (2) the outside employment does not interfere with the employee's efficiency, effectiveness, productivity, and ability to perform their duties and responsibilities;
- (3) the outside employment does not, in any manner, present either an actual or perceived conflict of interest with his/her employment with the College, as determined by the Dean;
- (4) no University or State materials, equipment, or personnel are utilized to prepare for or to perform outside employment work or activity;
- (5) no preparatory work for the outside employment activity is performed on University property; and
- (6) no outside employment is being performed for a State agency or university without prior approval from the College of Performing and Visual Arts.

If outside employment fails any one of the above tests, the College is obligated to require the employee to choose between continued engagement in the outside employment and continued employment with the College.

Employees who are engaged in – or who could in any way be construed to be engaged in – outside employment should not accept outside remunerative employment without first approval from the school director and the dean.

The College broadly defines consulting as an activity performed by a faculty or staff member for a person or organization for compensation, and recognizes that these activities are complementary to faculty or staff member's academic program and professional development. The nature and scope of the consulting activities must not interfere with the employee's commitment to the College or the normal performance of duties as an employee.

All College employees involved in consulting activities must inform their school director and the dean of the nature of the consulting and the approximate dates and times involved. The school director and the dean must approve in advance any such consulting activity. The College reserves the right to deny approval or to declare a conflict of interests as regards consulting activities.