**Remunerative Employment Request Form**

Please complete and return to Human Resources

With regard to the following question, please note:

1. The question is pertinent only for full-time faculty members and refers only to income earned for work done during the academic year, August through May, not for summer employment;
2. the question refers only to income that was earned for services rendered, not to income received from investments, gifts, etc.;
3. all outside employment must meet the policies outlined in the College Handbook under Faculty Policies. Please reference Statement of Policies & Procedures in Regard to Faculty, (V.) Professional Duties, (D.) Outside Employment.

Commitments for outside services for which compensation is provided are included by reference in your annual contract from the College. This form is distributed to inform the College of these commitments to secure the College’s approval.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you anticipate remunerative employment elsewhere (Instructional or Non-Instructional) during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ academic year?**  *Enter appropriate year* | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | Yes | | |  | | | No |
| If “Yes” for INSTRUCTIONAL service(s) please indicate: | | | | | | | | | | | | | | | | | | | |
|  | The Institution(s): | | |  | | | | | | | | | | | | | | | |
|  | The position held: | | |  | | | | | | | | | | | | | | | |
|  | Nature of Commitment: | | | | | |  | | | | | | | | | | | | |
|  | Time period of service rendered and weekly time commitment: | | | | | | | | |  | | | | | | | | | |
|  | The fraction of a full-time equivalency the employment is considered to be: | | | | | | | | | | |  | | | | | | | |
| If “Yes” for NON-INSTRUCTIONAL service(s) please indicate: | | | | | | | | | | | | | | | | | | | |
|  | The Institution(s): | | |  | | | | | | | | | | | | | | | |
|  | The position held: | | |  | | | | | | | | | | | | | | | |
|  | Nature of Commitment: | | | | | |  | | | | | | | | | | | | |
|  | Time period of service rendered and weekly time commitment: | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | |  |  | | | | |  |  | | | | |
| Name (please print legibly) | | | | | | | |  | Signature | | | | |  | Date | | | | |
|  | |  |  | |  |  | | | | | | | | | | |  |  | |
| Approved | |  | Denied | |  | Milton Moreland, Dean of the Faculty and VP for Academic Affairs | | | | | | | | | | |  | Date | |