



**WRIGHT STATE  
UNIVERSITY**

**OUTSIDE EMPLOYMENT REQUEST**

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

Rank: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

1. Pursuant to Article 22 of the Collective Bargaining Agreement (see attached), I request permission to engage in the following outside professional activities during \_\_\_\_\_ (semester/year).

2. Provide detailed description of all relevant aspects of the outside activity, including its nature, duration, and day of the week (add additional pages if necessary).

3. In submitting this request, I understand that I:

a. Must make every effort to avoid any conflict or appearance of conflict between outside employment activities and University responsibilities, and refrain from accepting outside assignments that compete directly with academic functions of Wright State University; \_\_\_\_\_ [Initial]

b. Must not make more than incidental use of University facilities and other resources unless the University is appropriately notified and compensated; \_\_\_\_\_ [Initial] and

c. am personally responsible for any damages or claims for damages which may arise in connection with my outside employment \_\_\_\_\_.

\_\_\_\_\_  
Signature/Date

\_\_\_\_ Approved until \_\_\_\_\_.

\_\_\_\_ Denied.

\_\_\_\_\_  
Dean Signature/Date

*Do not write below this line*

Notification \_\_\_\_\_ VPFA \_\_\_\_\_ AAUP \_\_\_\_\_ HR

## Article 22 Outside Employment

22.1 “Outside Employment” refers to professional activities of Bargaining Unit Faculty Members that fall outside of the normally defined workload of teaching, research, and service and that may involve external compensation. It does not apply to professional activities that reflect normal and expected public service for which compensation is limited to reimbursement of costs or nominal honoraria such as invited lectures, peer review panels, or activities explicitly included in approved practice plans. “Outside Employment” does apply to all other professional work and to teaching for institutions other than Wright State, including distance learning.

22.2 A Bargaining Unit Faculty Member’s outside employment must not interfere with his or her assigned duties, must contribute to the Member’s professional development, and must not occupy, on average, more than one day per week.

22.3 Bargaining Unit Faculty Members must submit a written request to their Dean and then receive written approval from their Dean prior to beginning outside employment.

22.4 When engaging in outside employment, Bargaining Unit Faculty Members may not make more than incidental use of University facilities and other resources unless the University is appropriately compensated.

22.5 Bargaining Unit Faculty Members should make every effort to avoid any conflict or appearance of conflict between outside employment activities and University responsibilities, and to avoid accepting outside assignments that compete directly with academic functions of Wright State University.

22.6 Bargaining Unit Faculty Members are personally responsible for any damages or claims for damages which may arise in connection with their outside employment.