



OUTSIDE EMPLOYMENT REQUEST

Name: _____

Rank: _____

Department: _____

College: _____

1. Pursuant to University policy, Article 22 of the Collective Bargaining Agreement and applicable law, 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 (attach documents).
3. The signature on this request form serves as my acknowledgment of and compliance with the items listed below:
 - a. I have completed the free one hour ethics training offered by the Ohio ethics commission. _____ [Initial and attach certification]
 - b. I 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]
 - c. I must not make more than incidental use of University facilities and other resources unless the University is appropriately notified and compensated. _____ [Initial]
 - d. I am personally responsible for any damages or claims for damages which may arise in connection with my outside employment. _____ [Initial]
 - e. I shall not transact business with the University without prior written approval of the Provost. _____ [Initial]

Signature/Date

Do not write below this line

____ Approved until _____

____ Denied

Dean Signature/Date

Notification _____ VPFA _____ AAUP _____ HR

Vice Provost for Faculty Affairs

3640 Colonel Glenn Highway • Dayton, OH 45435-0001 •