

**ROOSEVELT UNIVERSITY**  
**Application for Permission to Engage in Outside Work**  
(Please refer to the policy on page 2 of this application.)

Full-time faculty members should complete this application for submission to their department chair. Full-time administrators should forward their application to their direct supervisor. **This form shall be completed annually and whenever an employee seeks to engage in outside work that was not previously approved.**

Employee's Name: (please print) \_\_\_\_\_

\_\_\_\_\_ I do not engage in employment outside of my duties as specified in my letter of offer, contract, appointment letter, job posting, job description or related materials.

OR

\_\_\_\_\_ I hereby request approval of my employment:

( ) as a consultant (specify employer(s) and nature of services): \_\_\_\_\_

\_\_\_\_\_

( ) as a part-time instructor at another institution (specify institution and course(s) to be taught)

\_\_\_\_\_

( ) in the private practice of (please specify): \_\_\_\_\_

\_\_\_\_\_

( ) other (please specify): \_\_\_\_\_

\_\_\_\_\_

To become effective on \_\_\_\_\_ and to continue until \_\_\_\_\_.

This activity will not involve improper use of University premises and will not interfere with my responsibilities at Roosevelt University. By signing this form, I agree to abide by the University's Policy Regarding Outside Work as listed on page 2 of this application and understand that violation of this policy may lead to disciplinary action up to and including termination of employment.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature of Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved without conditions
- Approved with conditions: \_\_\_\_\_
- Not approved

Signature of Dean  
or Chief Administrator \_\_\_\_\_ Date: \_\_\_\_\_

## **Roosevelt University's Policy Regarding Outside Work As Approved by the Administrative Council on October 20, 1982**

A full-time faculty member's or administrator's primary professional responsibility is to the University. However, the following factors justify the University's permitting outside professional activities for compensation under certain conditions:

- a) exceptional skills of a faculty member or administrator are thus made available as a contribution to the community; and
- b) practical experience in the faculty member's field may enrich his or her teaching and/or research.

No outside commitment of time (including but not limited to self employment, consulting or employment in a second job) which precludes a person from being available for University assignments will be permitted. Written approval must be received **annually** from the appropriate College Dean or chief administrator.

The following policy will govern the approval of such activity:

1. Outside work should be consistent with the academic training and prestige of the academic profession.
2. No outside work shall be competitive with any academic program of the University, nor shall it utilize the premises of the University.
3. There shall be no implication that the University sponsors such activity.
4. Outside work does not justify any employee spending less time on campus than is normally expected, and does not excuse neglect of any University obligation normally expected of the employee including office hours, committee work, registration assignments, etc.
5. Generally, outside work requiring more than an average of twelve hours per week shall be considered to impinge on the employee's obligations to his primary position with the University.
6. Any outside work which conflicts or interferes with scheduled classes or other University commitments is improper.
7. Faculty, including administrative officers, must avoid conflicts of personal interest with the interests of the University or with those of an outside agency sponsoring research or other work in which the faculty member is engaged.