Roosevelt University

Policy Regarding Outside Work

Policy 2.11

Responsible Executive: Vice President of Human Resources

Originally Issued: 10/20/1982

Revised: 07/2006

Effective date: 07/2006

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 College Dean. Administrators should forward their application to the chief administrator of their area. Administrative officers reporting directly to the President or Provost should submit the application to the unit head. **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 contract.

OR

____ I hereby request approval of my employment:

( ) I work as a consultant (employer 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.

Employee Signature: _____ Date:_____

Comments by the Dean or Chief Administrator:

_____

_____

_____

Action: _____

Signature:_____ Date: _____ HR 5-04

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 form 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 employees spending less time on campus than is normally expected, and does not excuse neglect on 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.

HR Form Rev 7/05