

Outside Activity Approval (Faculty)

Gordon State College



Name:

School/Dept.:

Statutes E-1

For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the proper approvals prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Description of Activity

Describe the activity/employment for which permission is requested to include the following points:

(Additional documents may be attached)

- Nature of the outside activity/employment
- Times and period during which the work will be performed
- Statement that the work will not constitute a conflict of interest and will not interfere with full-time duties
- Indication of whether institutional facilities, resources, or services will be used and, if so, to what extent.

Dept. Head/Dean/VP Comments

Comment on faculty member's attention to Gordon State College teaching responsibilities and likelihood for conflict:

Faculty Member Signature _____ Date _____

Dept. Head Signature (If applicable) _____ Date _____

Dean Signature _____ Date _____

VPAA _____ Date _____