



OUTSIDE EMPLOYMENT APPROVAL FORM 2023-2024

The **University policy regarding outside enterprises including employment of faculty and academic administrators** (University Policy 3342-6-24) requires that prior to accepting continuing remunerative employment each full-time faculty member or academic administrator must seek and obtain the approvals indicated below. After all approvals are received, the original of this form must be submitted to the Office of Academic Personnel for placement in the employee’s permanent personnel file with a copy to the appropriate Dean and the academic unit or regional campus, as applicable. The policy further provides that this approval process must be repeated at the start of each academic year. Failure to comply with this policy may lead to possible disciplinary action, consistent with any applicable *Collective Bargaining Agreement* and/or established policies of the University.

**KSU ID:** \_\_\_\_\_

**E-Class (choose one):** TT \_\_\_\_ NTT \_\_\_\_ Admin \_\_\_\_

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

**Title:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

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

I have outside employment or other activity<sup>1</sup> for which I expect to receive compensation. Yes\*  No

Please complete the following for any and all continuing outside employment or other activity for which you plan to accept compensation. Nature of the outside employment or activity and expected time commitment:

Dates of Proposed Activity and Approximate Time Commitment:

I acknowledge that this form must be completed for each academic year for continuing outside employment or activity and prior to beginning any new outside employment or activity; that any outside employment or activity listed above must be consistent with my contractual and professional responsibilities to the University; that any outside employment or activity listed above shall not compromise my contractual and professional responsibilities to the University; and, that any outside employment or activity listed above shall not conflict with those responsibilities to the University as my primary employer. Furthermore, I acknowledge that I have reviewed the **University policy regarding outside enterprises including employment of faculty and academic administrators** (University Policy 3342-6-24). For a list of frequently asked questions, please visit [www.kent.edu/facultyaffairs/outside-employment-faqs](http://www.kent.edu/facultyaffairs/outside-employment-faqs)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\*If you have marked YES to compensation for Outside Employment activity, please route for appropriate approvals.

Approve: \_\_\_\_YES \_\_\_\_NO Department/School/Regional Campus \_\_\_\_\_

Approve: \_\_\_\_YES \_\_\_\_NO College Dean \_\_\_\_\_

Approve: \_\_\_\_YES \_\_\_\_NO Provost \_\_\_\_\_

<sup>1</sup>“Activity” is defined as any employment or activity, of a professional or of a nonprofessional nature, including but not limited to private practice, private consulting, self-employment, additional teaching or research, or any other activity which is not part of the employee’s University assignment.