

Old Dominion University

Request for Additional/Outside Employment for Classified or Administrative/Professional Faculty

Outside employment means work for any non-university entity whether or not such work is performed on campus, and includes self-employment. This form should be used by classified employees and administrative and professional faculty to seek advance approval for additional employment outside of Old Dominion University in accordance with University policy.

Employee Information:

Name: _____ Employee UIN: _____

Current Position Title: _____ Department: _____

Campus Phone: _____ Email: _____

Outside Employment:

Name and Location of Outside Employer: _____

Describe Position or Nature of Work: _____

When will the outside employment occur? (days of the week and hours of the day) _____

Is the outside employment one-time? over a defined period of time? (if so, state the period of time) Or on-going? (Please describe)

University policy permits classified employees and administrative and professional faculty employment opportunities outside the normal work schedule with advance approval from the immediate supervisor and Vice President, provided the additional duties do not impede or compromise the employee's university duties and responsibilities.

When the outside activity involves teaching or consulting for another institution, the department chair and Dean must certify that the activity is not in direct or indirect competition with the interests of the University or programs offered by the department.

Employee: _____ Date: _____

Immediate Supervisor/Department Chair Approval: _____ Date: _____

By signing, the immediate supervisor is confirming that the outside employment does not conflict with the University's mission and objectives and will not impede the employee's University responsibilities and duties.

Dean Approval (if applicable): _____ Date: _____

Vice President Approval: _____ Date: _____

A copy of the approved form should be given to the employee and the original filed in the supervisor's departmental file. A copy of the signed form must be sent to the Department of Human Resources for the personnel file.