

NOTICE OF OUTSIDE EMPLOYMENT

NAME _____

DEPARTMENT _____ ACADEMIC YEAR: 20____-20____

In accordance with the provisions of the Faculty Handbook (17th ed., revised "Outside Employment", p 26), I hereby give prior written notice that I will be undertaking outside employment as follows (give institution or firm name, location, day(s), hours per week, and time during day, inclusive dates, nature of duties).

I understand that such employment cannot interfere with my faculty responsibilities

Fall Semester

Spring Semester

(Signature)

(date)