



### Outside Employment Form

The TCU Faculty/Staff Handbook requires the dean and appropriate vice chancellor approve any faculty/staff outside employment. To facilitate this process, faculty/staff who are engaged in outside professional activities for compensation should complete lines 1-7 and return this form to Carrie Conditt in the dean's suite. The policy, as currently stated in the TCU Faculty/Staff Handbook, is included below.

<b>1. Faculty/staff name</b>	
<b>2. Department</b>	
<b>3. Location of outside employment</b> (e.g. agency name)	
<b>4. Brief description of duties</b>	
<b>5. Time spent in activity</b> (hours/week or hours/month)	
<b>6* Signature/date</b>	
<b>7. Department Chair's signature/date</b>	
<b>Dean's signature/date</b>	
<b>Provost/Vice Chancellor's signature/date</b>	

\* By signing this document, the faculty/staff member agrees to and understands the standards of outside employment described in the TCU Faculty/Staff Handbook.

Below is the policy as is written in the TCU Faculty/Staff Handbook:

**Outside Employment.** The question of faculty and staff members engaging in outside professional activities for compensation frequently arises.

The following factors justify the University's permitting such activities under certain conditions.

1. Exceptional skills of these individuals are thus made available as a contribution to community life.
2. Practical experience in the faculty or staff member's field may improve his or her skills on the campus.
3. Such activities may provide a legitimate way of supplementing the income derived from the University.

On the other hand, the individual's first responsibility is to the University. It is imperative that there is a clear understanding as to the conditions under which outside work is approved.

The following policies regarding outside work will apply:

1. Outside services should be consistent with the academic training and prestige of the profession.
2. No outside service shall be competitive with any program of the University.
3. Any commercial advertising using the TCU affiliation of the faculty or staff member is prohibited.
4. Any outside work requiring more than an average of eight (8) hours per week shall be considered to impinge on the individual's obligations to his or her primary position with the University.
5. Clearance must be made with the appropriate dean and vice chancellor prior to taking any outside assignment in any area of professional activity. This provision does not apply to that portion of the year when the individual's time is not contracted to the University.
6. Any outside work which conflicts or interferes with scheduled assignments is improper.
7. Outside work does not justify any individual spending less time on campus than is normally expected and does not excuse neglect of any obligation normally expected of a staff member.
8. Outside work is no substitute for research or the publication of creative work which enhances the stature of the faculty. Such outside work can only complement such creative endeavor.