

**Annual Reporting of Outside  
Employment and Activities  
For fulltime Faculty and Staff  
School of Music  
Texas Christian University**

Fulltime faculty and staff members may engage in outside activities for compensation which provide service beyond TCU and increase professional reputation or income. Fulltime faculty and staff members are required to report on these outside activities under the policies of the University as set forth in the Faculty and Staff Handbook. The report of outside activities must be submitted annually at the beginning of each fall semester. Any substantial adjustments during the academic year must be submitted prior to accepting/engaging in additional activity.

*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.*

- *Exceptional skills of these individuals are thus made available as a contribution to community life.*
- *Practical experience in the staff member's field may improve his or her skills on the campus.*
- *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:*

- *Outside services should be consistent with the academic training and prestige of the profession.*
- *No outside service shall be competitive with any program of the University.*
- *Any commercial advertising using the TCU affiliation of the faculty or staff member is prohibited.*
- *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.*
- *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.*
- *Any outside work which conflicts or interferes with scheduled assignments is improper.*
- *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.*
- *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.*

Source: Faculty and Staff Handbook, 2012-13, p.77

The following activities must be approved by Director of the School of Music and Dean of the College of Fine Arts, **prior to engaging** in the activity:

1. Teaching at another institution.
2. Outside activities in which there is more than an incidental use of university facilities, equipment or services.
3. Outside activities in which a TCU student or other University employee is directly or indirectly involved.
4. Outside activities with a business entity or other organization that competes with the University.
5. Outside activities with a business entity or other organization that does business with the University.
6. Candidacy, election or appointment to public office.
7. Any outside activity in which the obligation would create an actual or apparent conflict of interest, including a conflict of time commitments, especially as it pertains to the individual's responsibility as a

fulltime employee at TCU.

Annual Report on Outside Employment or Other Activities Involving Compensation

School of Music  
Texas Christian University

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Academic Year: \_\_\_\_\_

\_\_\_ I plan to engage in no outside employment or other activities involving compensation during this time period.

\_\_\_ I request approval to engage in the following external activities during this time period. If possible, please list activities in chronological order. (attach a separate sheet as needed)

| Description of Activity <sup>1</sup> | Organization/ Location | Type/Frequency of Activity | In Compliance with University Requirements regarding outside activity? (Yes or No) | Use of University Facilities, Equipment, or Services beyond incidental use? (Yes or No) |
|--------------------------------------|------------------------|----------------------------|--|---|
|                                      |                        |                            |  |   |
|                                      |                        |                            |  |   |
|                                      |                        |                            |  |   |
|                                      |                        |                            |  |   |

<sup>1</sup>Performing, Teaching, Consulting at Other Institutions, Other (please describe)

Faculty Member \_\_\_\_\_  
Signature and date

APPROVALS:

Director, TCU School of Music \_\_\_\_\_  
Signature and date

Dean, TCU College of Fine Arts \_\_\_\_\_  
Signature and date