



## 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 Shelia Williams in the Provost Office. 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 2019-2020):

**Outside Employment.** Faculty and staff employees may engage in outside employment or professional activities provided these activities comply with University policy.

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.

TCU employees' primary work-related obligation is to the University. It is imperative there is a clear understanding as to the conditions under which outside employment is approved. The following policies regarding outside employment 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.

## COVID-19 Additional Restrictions

### Travel

TCU has suspended all University-sponsored domestic and international travel until Dec. 31, 2020 or until further notice. Exceptions to this travel suspension must be approved by the appropriate Vice Chancellor via email. In the event that international travel is approved by a Vice Chancellor, it must be registered using the TCU Faculty & Staff Authorizations & Registration system. The University requests that non-essential personal travel to domestic and international regions with community transmission be reconsidered. Per CDC recommendations, employees who travel outside of the country for personal or business reasons will be required to serve a 14-day self-monitoring period before they are eligible for return to campus. Employees who travel on cruise ships, including river cruises, worldwide will be required to serve a 14-day self-monitoring period before they are eligible for return to campus. Work with your supervisor before traveling to ensure you will be permitted to work from home during this period. If you are entering in a 14-day observation period due to travel, register your self-observation with the university: <https://forms.tcu.edu/covid19/report/>. During this 14-day period, monitor your health twice a day and report any symptoms on the TCU Health and Illness Report Form. You can also call the TCU COVID-19 Self-Report Hotline for assistance, 817-257-2684. TCU policy is subject to change based on revised and evolving state orders.

\_\_\_\_\_ (Please Initial) I have discussed the University's COVID restrictions with my supervisor and confirm that my outside employment does not allow any of the activities that are currently being restricted.