



## Outside Employment Form

<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>	

\* By signing this document, the faculty/staff member agrees to and understands the policy of outside employment as described in the TCU Faculty/Staff Handbook which is included in the University's Code of Conduct policy 2.070.

### ***Outside Employment.***

*Outside professional commitments should not interfere with a community member's obligations to the University. No member of the University community shall accept outside employment that actually or potentially results in any conflict of interest with or intrudes upon or detracts from his or her responsibilities to the University, or the programs, policies and objectives of the University.*