



The University Of
T A M P A

COLLEGE OF NATURAL AND HEALTH SCIENCES

NOTIFICATION OF OUTSIDE EMPLOYMENT

The University recognizes that faculty members, for personal or professional reasons, may wish to engage in employment outside the institution, especially at times when they are not actively engaged in teaching responsibilities at The University of Tampa. During the periods in which they are engaged in teaching responsibilities at The University of Tampa, faculty may engage in other work at their discretion, but they are expected to abide by the following criteria outlined in the Faculty Policies and Procedures Handbook (Chapter 3, III, C):

1. Outside employment must be on a part-time basis only.
2. Outside employment must not conflict with a faculty member's teaching, advising, research/scholarship, or institutional service at The University of Tampa.
3. Faculty members who engage in outside employment must notify and receive the approval of their dean prior to the commencement of the employment. Notification must be in writing and must include the name of the employer as well as the location, nature, and duration of the employment opportunity.
4. If conflicts of interest, time, or commitments should arise, the responsibilities of the faculty member to The University of Tampa are primary and must be met accordingly.
5. Judgment as to the existence and resolution of conflicts of interest, time, or commitments rests with the academic deans of The University of Tampa.

I acknowledge receipt and understanding of the Policy on Outside Employment of the University of Tampa.

Faculty Member Signature

Please complete and submit to the Dean's office prior to commencement of employment.

This form must be completed each academic year. Permission is not automatically granted from one year to the next.

Faculty Name

Department

Nature of Outside Employment

Name of Employer

Duration of Employment (how many days per week, which days, and for how many weeks)

Faculty Signature

Dept. Chair Signature

Date Submitted to the Dean's Office

Dean's Signature

Approved ____

Not Approved ____