

MISSISSIPPI VALLEY STATE UNIVERSITY
REQUEST FOR APPROVAL OF OUTSIDE/SECONDARY EMPLOYMENT OR PRACTICE OF PROFESSION

In accordance with regulations established by the Board of Trustees of State Institutions of Higher Learning, faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the University. The Executive Officer will grant permission to engage in outside employment only after having first determined that the outside employment will not interfere with institutional duties of the individual requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with similar business or profession over which he or she would have direct supervision, inspection, or purchasing authority within the University agency, such as being a conflict of interest.

Name of Employee (Please print)

Signature of Employee

Job Title

Department

Outside Employer (Company) Name

Address

City/State/Zip

Nature of Outside Employment _____

This employment will () or will not () interfere with my regular work schedule for the University
This employment will () or will not () involve the use of University facilities or equipment. (If yes, explain in detail, using a separate sheet and attach to this form)

Termination date of outside employment _____ (Approval required annually)

Amount of time devoted monthly to above employment _____

Currently engaged in other outside employment: Yes () No ()

If yes, give number of outside employment engagements and total amount of time devoted monthly to each

APPROVED:

Supervisor _____

Date _____

Chair/Director _____

Date _____

Vice President _____

Date _____

President _____

Date _____

APPROVAL OF THE CONTENTS WITHIN THIS DOCUMENT EXPIRES AUTOMATICALLY AT THE END OF THE FISCAL YEAR (JUNE 30TH). IF RENEWAL IS DESIRED, A NEW APPLICATION MUST BE FILED BY JULY 15TH FOR STAFF AND BY SEPTEMBER 15TH FOR FACULTY.