



APPLICATION FOR PERMISSION TO ENGAGE IN OUTSIDE EMPLOYMENT OR PRACTICE OF PROFESSION

To the Chancellor:

In accordance with regulations established by the Board of Trustees of State Institutions of Higher Learning (IHL)* at its January 1998 meeting, I hereby request permission to engage in outside employment or practice of profession.

Nature of outside employment: _____

This employment will () will not () interfere with my regular work for the University.

This employment will () will not () involve the use of University facilities or equipment. (If there is such use, complete Part II of this form shown on reverse of sheet.)

Termination date of outside employment: _____ (approval required annually)

Amount of time devoted monthly to above employment: _____

Currently engaged in other outside employment No () Yes () (if yes, total amount of time devoted monthly _____.)

Signatures

I understand I must take Personal Leave for any time I spend on outside employment during my regular work hours unless I am a faculty member who has been approved to work under the Faculty Consulting Policy. I also understand that permission to engage in outside employment can be denied or canceled if the outside employment unduly interferes with my work or that of the University.

Name (Please Type)

(Signature of Employee)

Date:

Title:

Statement of Department Head and Recommendation: _____

Date: _____

(Signature of Department Head)

Statement of Dean and Recommendation: _____

Date: _____

(Signature of Dean)

Recommendation of Division Head: _____

Date: _____

(Signature of Division Head)

Date: _____ Approved _____

(Chancellor)

* See top of reverse for outside employment policy as approved by the Board of Trustees

BOARD OF TRUSTEES' POLICY ON OUTSIDE EMPLOYMENT

Faculty and staff members desiring to engage in outside employment or practice of profession should complete HR Form 9 and forward it through channels to the Chancellor for approval. Approval is required annually.

The regulation established by the Board of Trustees of State Institutions of Higher Learning at its January 1998 meeting regarding outside employment, is as follows:

Members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the institution concerned and, provided further, that the executive officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will interfere in no way with the institutional duties of the individual requesting such permission.

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

Fifteen days of Military Leave annually as provided by law (Ref. Handbook "Military Leave of Absence"), is exempt from the requirement for use of Personal leave, but is to be reported.

HR Form 9, Part II

(Complete only if University facilities and equipment are to be used.)

Please summarize below the estimated use of University facilities and equipment in sufficient detail to provide a basis for administrative review and for your protection once approved. (Use additional sheets if necessary.)

Facilities: Give location and description and indicate the amount of usage per week or per month as appropriate.

Equipment: Locate, name or describe, and indicate amount of usage per week or per month as appropriate.

NOTE: University facilities and equipment are to be used only in compliance with University policy as shown on the Policy Web site at <https://secure.olemiss.edu/umpolicyopen/index.jsp> (Ref: "Use of Facilities for Private Enterprise").