



REQUEST TO ENGAGE IN OUTSIDE
EMPLOYMENT / ACTIVITIES

NAME _____

TITLE _____ DEPARTMENT _____

I hereby request approval to engage in the following outside employment/activity:

ORGANIZATION _____

NATURE OF MY DUTIES AND RESPONSIBILITIES _____

I have read Policy 3.2.3 of the NGCSU Academic Affairs Administrative & Faculty Handbook and certify that the above requested employment activity will not interfere with the regular and punctual discharge of my NGCSU duties and does not present any ethical, legal, financial, or other conflicts or competition with the interests and purposes of NGCSU. I will not use any NGCSU equipment, supplies, materials, or services in support of outside employment, and will not imply NGCSU endorsement of my work.

SIGNATURE _____ DATE _____

APPROVALS:

MANAGER SIGNATURE _____ DATE _____

VP SIGNATURE _____ DATE _____