



**Annual Outside Employment and Activities Report
for Tenured, Tenure-track and Lecturers Faculty Members**
(College of Law Faculty must consult Article 16 of the UT-AAUP-COL CBA.)

Article 16 of the Tenured, Tenure-Track Collective Bargaining Agreement and Article 26 of the Lecturers Collective Bargaining Agreement require: “A Member who intends to engage in outside employment shall promptly report in writing the nature and extent of the proposed commitment to the Member’s Department Chair or appropriate supervisor on the annual reporting form.” Such reporting is required on an annual basis unless the outside employment changes significantly in the interim. Reporting shall be renewed each academic year.

Faculty Members are expected to devote their professional efforts during the academic year to regular University assignments. Members shall not engage in outside employment nor participate in activities that interfere with the Member’s full-time responsibility to the University.

“Outside employment” means employment, including self-employment, which is not contracted for through the University and for which any remuneration paid is not paid through the University.

- A Member shall not teach regular classes at another college or university during the work year without prior written approval by the Provost.
- Members engaged in outside employment or activities, with or without compensation, shall not use the name of the University to suggest institutional endorsement or support of a non-University enterprise nor the name of the University on stationary, business cards, or promotional literature for such outside activity. The Member can use their University title for identification purposes.
- Before University space, services, supplies or equipment may be used in the performance of any outside employment or activity; written permission must be obtained in advance from the College Dean.
- Appropriate usage fees must be disclosed in writing to the Member, who will then be responsible for payment to the University for any such space, services, supplies or equipment used.
- Any outside professional service which occurs after the filing of the initial report should be reported by filing an additional report.

Faculty Member (Last name)	(First name)	
Department	Rank	Academic Year

Nature and Extent of the Outside Employment or Activity (Please file a separate report for each activity.)

Proposed Time Commitment (in hours) _____

Start and end dates of the Outside Employment or Activity _____

In the performance of the activity, will you need to use University space, services, supplies or equipment? If so, please list what is needed.

Approval to use University resources listed above, Dean Signature:

I acknowledge I have read the above information and the relevant article of my Collective Bargaining Agreement that governs Outside Employment and Activities. I certify the following Outside Employment and Activity reporting is accurate and complete.

Signed: _____ Date: _____

APPROVALS

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Provost Signature: _____ Date: _____

Upon Chair's and Dean's approval, please submit the form to the Provost's Office via academicfinanceandfacultyadmin@utoledo.edu.