



### Outside Employment Form

The TCU Faculty/Staff Handbook requires that the dean and appropriate vice chancellor approve any faculty/staff outside employment. To facilitate this process, faculty/staff who are engaged in outside professional activities for compensation should complete and return this form to Heather Confessore in the AddRan Dean's Office. The policy, as currently stated in the TCU Faculty/Staff Handbook, is included below.

<b>Faculty/Staff name</b>		
<b>Department/Unit</b>		
<b>Location of outside employment</b> (e.g. agency name)		
<b>Brief description of duties</b>		
<b>Time spent in activity</b> (hours/week or hours/month)		
<b>*Signature/date</b>		
<b>Department Chair's signature/date</b>		
<b>Dean's signature/date</b>		
<b>Provost/Vice Chancellor signature/date</b>		

\* By signing this document, the faculty/staff member agrees to and understands the standards of outside employment described in the TCU Faculty/Staff Handbook.

Below is the policy as is written in the TCU Faculty/Staff Handbook (2022-2023):

**Outside Employment.** TCU Human Resources Policy 2.071 - <https://tcu.policytech.com/docview/?docid=28&public=true>. TCU employees may request to engage in secondary, external employment or professional activities provided these activities comply with University policy. TCU employees' primary work-related obligation is to the University and it is imperative there is a mutual understanding regarding the conditions under which secondary, external (outside) employment is approved. <https://www.tcu.edu/files/Faculty-Staff-Handbook.pdf>

For complete information, refer to Policy 2.071 Conflict of Interest. <https://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>