

**Western Illinois University**  
**Request for Approval: Outside Employment**  
*WIU/UPI 2017-2021 Agreement Articles 18.17 [Unit A] and 32.3 [Unit B]*

Provost's Distribution:  
 \_\_\_\_\_ Faculty/Employee  
 \_\_\_\_\_ Chairperson/Supervisor  
 \_\_\_\_\_ Dean/Director  
 \_\_\_\_\_ Provost's Office File

<b>Reporting Period</b>	<p><b>July 1, _____ through June 30, _____ (while employed full-time)</b></p> <ul style="list-style-type: none"> <li>This requirement does not apply to employees who are not on contract in the summer. However, if the outside employment extends from the summer into the fall semester, this form must be submitted.</li> </ul> <p><b>Note: Approval of outside employment must occur before the employment begins.</b></p>
<b>Nature of Outside Employment</b>	<p><b>Projected starting and ending dates of outside employment:</b> _____</p> <p><b>Anticipated time commitment (avg. # of hours per week):</b> _____</p> <ul style="list-style-type: none"> <li>In the case of consulting activities, limited to no more than 20 percent of an employee's work time (example: in a five-day week, an employee is limited to one day of consulting).</li> </ul> <p><b>Describe the outside employment</b> (e.g., self-employment, type of business, name of employer, nature of personal responsibilities, on-going consulting contract, teaching for a community college, etc.). Examples of activities for which you need not submit a form: teaching classes through WIU's sponsored credit, royalties, honoraria for occasional presentations, one-time or occasional stipend for a professional consultation or review of a textbook, manuscript, or other such items.</p>
<b>Faculty/Employee</b>	<p><b>Faculty/Employee Printed Name:</b> _____</p> <p><b>Department/Unit:</b> _____</p> <p>I attest that the projected outside employment does not represent a potential conflict of interest with and/or commitment to Western Illinois University.</p> <p>_____  <b>Signature of Faculty/Employee</b>                      _____  <b>Date</b></p>
<b>Recommendation</b>	<p>_____  <b>Chairperson/Supervisor</b>                      _____  <b>Date</b>                      <input type="checkbox"/> Recommend    <input type="checkbox"/> Do Not Recommend</p> <p>_____  <b>Dean/Director</b>                      _____  <b>Date</b>                      <input type="checkbox"/> Recommend    <input type="checkbox"/> Do Not Recommend</p>
<b>Approval</b>	<p>_____  <b>Academic Vice President</b>                      _____  (or appropriate Vice President)                      <b>Date</b>                      <input type="checkbox"/> Approved    <input type="checkbox"/> Denied</p>
<b>Final Reporting</b>	<p><b>Final Report Needed from Faculty/Employee</b>                      <i>(To be completed by Provost's Office)</i>  <i>(for Consulting and/or Research only)</i>                      <input type="checkbox"/> No                      <input type="checkbox"/> Yes</p> <p>If needed, please remember to file a final report of your outside employment for this period, <b>no later than July 31</b> (one month following fiscal year end). Thank you.</p>

**Final Reports Due July 31 (one month following fiscal year end)**

Following the completion of the year for which the Outside Employment form was submitted, employees performing the outside research or consulting services must submit a statement of the amount of actual time they spent on such outside research or consulting services. This statement is a separate document from the Request for Approval form and is mandated by the [Illinois General Assembly Public Act 76-1343](#). To comply with this mandate, please send a brief report (no required format) of the outside employment that you completed in writing or via e-mail to Amy Hodges (AD-Hodges@wiu.edu) by July 31. Please identify the reporting fiscal year and include 1) a brief description of the outside activity/employment in which you were engaged and for which you received compensation, 2) the dates of the activity/employment, and 3) the actual amount of time that was spent. This report should be completed by all persons who performed outside employment.

*Please keep this last page of instructions (as a reminder to file your outside employment report, if necessary), along with a copy of your submitted request form for your own records.*