

Extra Employment Statement

Instructions

1. This form is to be completed by all full-time teaching and Administrative/Professional (A/P) faculty at the beginning of each contract year.
2. Faculty who do not anticipate extra employment during the contract year need complete only Parts I and II. If unanticipated employment opportunities arise later, the information requested in Part III must be provided at least 14 days prior to the commencement of the extra employment.
3. Faculty who are aware of their extra employment opportunities at the beginning of the contract year must complete Part I and provide the information requested in Part III. Should additional extra employment opportunities arise, or should the nature of the original extra employment change, the information requested in Part III must be provided at least 14 days prior to engaging in the new extra employment.
4. This policy does not apply to occasional presentations of workshops or lectures elsewhere, which may include an honorarium. Form PR14, however, must be submitted by teaching faculty for each absence from class or other assigned duties. If such presentations become a regular occurrence, consult your dean or supervisor about the necessity of completing Part III of this form.

Part I. (For all full-time teaching and A/P Faculty)

Name: _____

Campus Address: Department of _____

P.O. Box: _____ Phone: _____

Part II. (For teaching and A/P faculty who do not anticipate extra employment)

I do not plan to engage in extra employment during the 20__-__ contract year.

Signature

Date

(OVER)

**Part III.
(For teaching and A/P faculty who do anticipate extra employment)**

I plan to engage in extra employment during the 20___ - ___ contract year.

Signature Date

Please attach a separate sheet with the following information:

- a. Name and address of employer (or indicate if self-employed).
- b. Amount of time to be spent in extra employment (hours per week or month).
- c. Expected duration of extra employment. (Maximum of one year; longer periods must be reconsidered annually.)
- d. Detailed description of the duties and responsibilities of the extra employment.
- e. Explanation of how the extra employment will complement your teaching duties and/or professional development.
- f. Explanation of how the extra employment will be carried out without adversely affecting your responsibilities at Radford University. (Form PR14 must be submitted by teaching faculty for each absence from class or other assigned duties.)
- g. The extent to which Radford University equipment, supplies, services, personnel resources, or facilities will be used in the extra employment. (Note the policy on 'Use of University Resources' in the [Personnel Information Manual](#))

Part IV. Approvals

Department Chair: Recommend: _____ approval _____ disapproval.

(Signature) (Date)

Comments:

Dean/Director: Recommend: _____ approval _____ disapproval.

(Signature) (Date)

Comments:

Vice President: _____ Approved _____ Disapproved

(Signature) (Date)

Comments: