

# Request Additional Employment During Leave

Name	College	Department	Date
<b>Faculty's Comments</b> addressing how outside employment affects the approved leave and how leave project will be accomplished (attach copy of approved leave proposal).			
Name of organization where additional employment is sought.		Is additional employment with pay? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount of remuneration.
List the specific activities for which you will be paid.			
If teaching, where will you teach?	What courses will you teach?	How many courses will you teach?	Other activities not previously listed.
Amount of time per week		Name of Supervisor	Telephone number of Supervisor (with area code)
			Is tenure at another institution involved? <input type="checkbox"/> Yes <input type="checkbox"/> No
List all other information that may be pertinent below (attach additional page if necessary); i.e. will employment potentially affect any existing contracts, grants, or agreements with the University or its affiliates.			
Faculty Signature			Date

Chair's Comments addressing guidelines (attach additional pages if more space is needed)*:		
Recommend? <input type="checkbox"/> Yes <input type="checkbox"/> No	Chair's Signature (forward form to Dean)	Date

Dean's Comments addressing guidelines (attach additional pages if more space is needed)*:		
Recommend? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dean's Signature (forward form to CP 700, or Academic Employment services College Park)	Date

Vice President's Comments addressing guidelines (attach additional pages if more space is needed)*:		
Recommend? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vice President's Signature	Date