

**Austin Peay State University
Outside Employment Request form**

Employee Name

Title

Department

Please describe the nature of the outside employment and the expected amount of time involved. Keep in mind, outside employment must meet the guidelines of this policy as follows:

1. Must not interfere with assigned duties and responsibilities;
2. Must not constitute a conflict of interest or compete with the education, research, or public service programs of the University;
3. If involving employment with other agencies, departments, or institution of State government, including State institutions of higher education, is subject to the prior approval of the President and the appropriate representative of the other agency, department, or institution;
4. Must not be undertaken with the claim that the individual is an official representative of the Institution in connection with the employment;
5. If involving the use of institutional equipment, facilities, or services must have University approval and provide for compensating the Institution at the rates established by the University;
6. If an outside compliance agency requires the President's approval for outside employment, that approval process will take precedence over the procedures outlined in Paragraph 2 of APSU Policy "Outside Employment and Extra Compensation 5:014" and can be accessed at:
https://www.apsu.edu/policy/5s_personnel_policies/5014-outside-employment-and-extra-compensation.php

Number of hours required per week for outside employment _____

The employee verifies that this request is consistent with the requirements outlined in APSU Policy 5:014.

Employee Signature _____ Date _____

Department Head Recommendation:

Approved *Disapproved

Department Head Signature _____

Intermediate Supervisor (Dean/Director) Recommendation:

Approved *Disapproved

Intermediate Supervisor (Dean/Director) Signature _____

Final Decision of Vice President/President:

Approved *Disapproved

Vice President/President Signature _____

Final Review of Employee's Request if Disapproval of Vice President is appealed to the President

Approved *Disapproved

President Signature _____

*Attach justification for disapproval

Please forward to HR once completed.