

## REQUEST FOR APPROVAL FOR FACULTY EXTERNAL SUPPLEMENTAL COMPENSATION

THIS FORM SHOULD BE SUBMITTED TO THE DEPARTMENT CHAIR, AND THEN THE DEAN, FOR APPROVAL FOR EXTERNAL SUPPLEMENTAL COMPENSATION ONE WEEK PRIOR TO STARTING THE WORK. APPROVAL CAN BE EXPECTED UNLESS ADVISED BY YOUR DEPARTMENT CHAIR OR THE DEAN TO THE CONTRARY. SEE THE FACULTY HANDBOOK FOR UNIVERSITY POLICIES REGARDING EXTERNAL SUPPLEMENTAL COMPENSATION.

**NOTE:** The limit set by the University is a total of 39 external compensation days per academic year (August 16 to May 15) for faculty on academic year (i.e., 9 month) appointments and a total of 28 days per calendar year (August 16 to August 15) for faculty on full year (i.e., 12 month) appointments. (See the Faculty Handbook, Chapter III, VII). **Submit one form for each external appointment worth more than \$100 of additional income.**

Name:  Department:   
Email:  Rank/Title:   
Date of Request's Submission:

External Employer's Name, Location, and Description of Work to be Performed (one form per employer):

Total Number of Days:  Start/End Dates:

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

APPROVED  DECLINED

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

APPROVED  DECLINED

Signature of The Dean \_\_\_\_\_ Date \_\_\_\_\_