

**OLD DOMINION UNIVERSITY
REQUEST FOR OUTSIDE EMPLOYMENT**

Submit the completed form to your department chair. You must get permission from your chair and dean. You must submit a separate form for each activity.

1. Faculty Member: _____
2. Department: _____
3. Firm/Agency for which outside activity will be performed: _____
(a) Name and address of the firm: _____

(b) Telephone Number: _____
(c) Contact Person: _____
4. Duration of Outside activity: From: _____ To: _____
5. Average Hours per week you will work on this project: _____
6. Description of the specific activities expected of the faculty member by outside firm/agency. (Attach the contract of other written agreement including e-mails.)

7. If the source of funding for the project is directly or indirectly from a local, state or federal government agency, indicate the funding agency and contract number. (This does not apply to research through ODURF or credited to Leger 5 Accounts.)

8. Description of expected use of University facilities (including average number of hours of use per week):
(a) Telephones: _____
(b) Computers and/or e-mail system: _____
(c) Copying Machines: _____
(d) Student Assistance (identify by name and expected assignment): _____

9. Does this outside activity require the use of University facilities other than those described above? _____
If yes, describe: _____

Faculty Member

Date

Department Chair

Date

Dean

Date

