

## **Non-Institutional Employment Practices (Outside Employment)**

**Summary/Purpose:** Faculty and staff members should complete the HR Form 9 and forward it through the proper channels for approval to engage in outside employment. The regulations established by the Board of Trustees of State Institutions of Higher Learning regarding outside employment are given.

Faculty and staff members desiring to engage in outside employment or practice of profession should complete HR Form 9 and forward it through channels to the Chancellor for approval. Approval is required annually.

The regulations established by the Board of Trustees of State Institutions of Higher Learning, at its January 1998 meeting, regarding outside employment are as follows:

Members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the institution concerned, and provided further, that the executive officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will interfere in no way with the institutional duties of the individual requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he/she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.