

## JACKSONVILLE UNIVERSITY

### OUTSIDE EMPLOYMENT POLICY & DISCLOSURE FORM

Jacksonville University Faculty Bylaws state,

*“Individuals accepting full-time faculty employment at Jacksonville University recognize that their primary professional responsibility is to the fulfillment of their obligations to Jacksonville University. Full-time faculty engaged in outside employment shall inform their immediate supervisor of such employment, make certain that this outside employment does not represent a conflict of interest with employment at the University, and not accept an employment schedule that could or does present a conflict with duties and responsibilities as full-time employees of the University” (1266-1272).*

Underscoring the primary professional obligation of full-time faculty to the University, the Jacksonville University Outside Employment Policy specifies that approval is based upon assessment of the degree to which outside employment adheres to University policy, poses conflicts of interest, and/or presents conflicts of commitment. Outside employment includes compensated work such as consulting, serving on a paid board of directors, teaching elsewhere, or paid work for a business. Jacksonville University believes that no member should engage in any outside activity that is beneath the dignity of the professional community, or so time-consuming as to undermine his/her ability to carry out his/her duties as a member of the faculty.

Faculty may identify their affiliation with Jacksonville University when engaged in activities outside the University. Faculty should make reasonable efforts to ensure that indication of their university affiliation in outside employment or professional practice does not reflect institutional endorsement of any action or position taken by the employee.

Faculty are required to seek University approval for outside employment by completing and returning this form to her/his respective dean by September 1, indicating whether or not the member has accepted employment outside of Jacksonville University. Should outside employment be considered for any opportunity occurring after September 1, the faculty member must complete and submit a form to her/his respective dean as soon as possible.

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**OUTSIDE EMPLOYMENT POLICY & DISCLOSURE FORM**

Name of full-time faculty member:

I do not have outside employment

Please provide the name of the outside employer with a brief description of the employment:  
*Attach extra pages, as necessary, to describe the duties of the position(s), time commitment, and contribution to the University's mission of teaching, professional development, and public service.*

Approximate total hours of activity per week:

Approximate total hours of activity per semester:

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During the 2021-2022 academic year, I have the opportunity to accept or continue the outside employment noted above. *I certify that these outside employment activities adhere to University policy, will not conflict or interfere with my duties and responsibilities as a full-time member of the Jacksonville University faculty, and do not represent a conflict of interest with employment at the University. I acknowledge that it is inappropriate to use the University resources to support my outside work.*

Faculty member:

(Signature)

(Date)

Recommend approval

Recommend against approval

Respective dean:

(Signature)

(Date)