

## Request for Approval of Consulting or Outside Employment

All consulting and outside employment must be approved prior to engaging in the activity. Requests should be submitted to the department chair, who will forward them to the dean of the respective college for approval. The dean will forward the form to the Provost and Vice President for Academic Affairs.

Name:

Position Title/Rank:

Department:  College:

**Please answer the following questions as completely as possible:**

1. For whom is this activity being done?

2. What is the nature of the activity?

3. Where is the activity to be done?

4. When will the activity take place, and how many hours will the activity require?

*Attach any additional information that will be helpful in reviewing this request.*

Based on the information provided, this activity falls into the following category (check one):

Consulting       Outside Employment

I do hereby affirm that the consulting or outside employment described above is consistent with the "Consulting and Outside Employment Policy" in the Winthrop University policy repository.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Administrative Use Only: Approvals**

Department Chair's Recommendation:

Dean's Recommendation:

\_\_\_\_\_ I support this request.

\_\_\_\_\_ I support this request.

\_\_\_\_\_ I do not support this request.

\_\_\_\_\_ I do not support this request.

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Dean    Date

\_\_\_\_\_  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date