

Prior Approval of an Outside Activity (as defined in T96-047, rev. 2/7/01)

Please complete this form with sufficient information concerning the outside activity being proposed. Provide the name of the entity involved and an estimate of the amount of time necessary for performance of the activity. Sign where indicated and return to your Department Head or Chair so that they can approve the activity.

Name of Faculty requesting Approval: _____.

Department: _____.

The “Outside Activity” described below is identified for prior approval.

Entity benefiting from Outside Activity: _____.

Duration of activity From: _____ Through: _____.

Time involved (weekly and total estimations): _____ hours weekly; _____ total hours

University Facilities to be used (see T96-047, section C.3.):

Potential Conflict of Interest involved? ☒ **Yes**, and reported separately as required by T96-039
☐ **No**, there is no Conflict of Interest.

Details of the proposed activity: (attach additional information if necessary)

Submitted by: _____
Faculty member's signature Date

To be completed by Department Head/Chair/Supervisor*

(Return a copy of the signed decision to the Faculty member)

Department Head/Chair/Supervisor* (please print):_____

 I **approve** this request. I will notify the Dean of this decision in the next semi-annual report.

____ I **do not approve** this request. The faculty member may appeal this decision to the Vice Chancellor for Research and Engagement.

Signature of Department of Head/Chair/Supervisor* _____ Date _____

**in the case of approval for a non-unit administrator with faculty status*