



Request for Joint/Outside Employment for Classified or Administrative/Professional Faculty

Joint employment occurs when a University employee occupies two or more positions within the University. Outside employment means work for any non-university entity whether or not such work is performed on campus and includes self-employment. This form should be used by classified employees and administrative and professional faculty to seek advance approval for additional employment within and/or outside of Old Dominion University in accordance with University policy.

Employee Information:

Name: \_\_\_\_\_ Employee UIN: \_\_\_\_\_
Current Position Title: \_\_\_\_\_ Department: \_\_\_\_\_
Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Joint/Outside Employment:

Name and Location of Outside Employer: \_\_\_\_\_
Describe Position or Nature of Work: \_\_\_\_\_

When will the joint/outside employment occur? (days of the week and hours of the day) \_\_\_\_\_

Is the joint/outside employment one-time? over a defined period? (if so, state the period) Or ongoing? (Please describe)

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University policy permits classified employees and administrative and professional faculty employment opportunities outside the normal work schedule with advance approval from the immediate supervisor and Vice President, provided the additional duties do not conflict with the University's interests.

When the joint/outside activity involves teaching or consulting for another institution, the department chair and Dean must certify that the activity is not in direct or indirect competition with the interests of the University or programs offered by the department.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor/Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, the immediate supervisor is confirming that the joint/outside employment does not conflict with the University's interests.

Dean Approval (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_ Date: \_\_\_\_\_