

**COLLEGE OF HEALTH PROFESSIONS**  
**EXTERNAL EMPLOYMENT AUTHORIZATION FORM**  
**(TO BE SUBMITTED ELECTRONICALLY)**

The faculty member recognizes that all external employment beyond their GVSU employment needs to be approved by their Unit Head and the Dean.

No outside employment or activities may be undertaken by an employee if they will divert the employee from fulfilling wholly and effectively the responsibilities of the employee's position. The appointing officer must approve in advance any such commitment by an employee in order to assure compliance with this policy. See BOT 4.1.10.1 of the faculty handbook: “**Outside employment**. Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the [Appointing Officer](#).”

It is expected that the faculty member does not participate in more than 8-10 hours per week of outside employment activities. Said faculty member agrees that their outside employment does not conflict with their GVSU responsibilities. If evidence of conflict arises, the faculty member may be required to discontinue these outside employment activities.

This form is to be submitted before any external employment is engaged. Once submitted, it will remain in effect until you terminate your external employment at your own discretion. Should an external work assignment change, a new form needs to be submitted.

FACULTY NAME:

PROGRAM:

FACILITY / AGENCY NAME:

HOURS PER WEEK:

NATURE OF WORK AT AGENCY:

FACULTY SIGNATURE:

DATE:

**APPROVED BY:**

UNIT HEAD SIGNATURE:

DATE:

CHP DEAN SIGNATURE:

DATE: