



Outside Activities Request Form

Name: _____ Date: _____

Title: _____ Department: _____

Pursuant to University System of Georgia *Outside Activities* and *Conflict of Interest* policies, I hereby request approval to engage in outside employment/ activity as described below:

Nature of employment/activity:

Time required for employment/ activity:

I understand that an Albany State University employee shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties. I further understand that all full-time faculty, administrators, and other professional staff members employed by Albany State University are expected to give full professional effort to their assignments of teaching, research, and service.

Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria:

1. It is a means of personal professional development;
2. It serves the community, state or nation; or,
3. It is consistent with the objectives of the institution.

For all activities, except single occasion activities, the employee shall report in writing the proposed arrangements and secure supervisory approval prior to engaging in the activities. All Albany State University employees must annually recertify all Outside Employment/ Activity. I understand that failure to comply could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

ADMINISTRATIVE ACTION _____ Request Approved

_____ Request Denied

Comments or Special Conditions

Supervisor Signature & Date

HR Signature & Date