PERS 927
11/03

Illinois State University

Request for Approval of Secondary/Outside Employment

In accordance with State law, Board of Trustee's policy, and Illinois State University Policy 3.3.7 Secondary/Outside Employment, (http://www.policy.ilstu.edu/policydocs/outside_employment2.htm), tenured or tenure-track faculty, chairpersons and administrative/professional employees must receive prior approval for research, consulting, and teaching paid by an external source. In order to comply with these requirements, please complete this form and forward to your department chairperson before the start of your project. The Provost Office will return a copy for your files.
Note: An annual report of the numbers of hours actually spent on the above activity is required to comply with state law. The annual report, PERS 928, is due in the Office of the Provost no later than August 31.

Name _____ Date _____

Department _____

Type of Activity: ☐ Research ☐ Consulting ☐ Teaching

Expected Duration From _____ To _____
Month/Day/Year Month/Day/Year

Approximate Number of Hours of Activity on the Project _____

Name of External Agency or Agent _____

Address _____

Briefly, describe the nature of the employment:

_____

_____

☐ Recommended for Approval ☐ Not Recommended for Approval

_____ _____
Department Chairperson Date

☐ Recommended for Approval ☐ Not Recommended for Approval

_____ _____
College Dean Date

☐ Recommended for Approval ☐ Not Recommended for Approval

_____ _____
Provost Date

Distribution: Original retained by the Provost Office; copies sent by Provost Office to Dean, Department Chairperson and Faculty Member