PERS 928
11/03

Illinois State University

Annual Report of Secondary/Outside Employment

In accordance with State law, Board of Trustee's policy, and Illinois State Policy 3.3.7 Secondary/Outside Employment, (http://www.policy.ilstu.edu/policydocs/outside_employment2.htm), tenured or tenure-track faculty members, chairpersons and administrative/professional employees must receive prior approval for research, consulting, and teaching paid by an external source. In addition, State law (Illinois revised Statutes, Chapter 144, Section 216) requires that an employee who has received approval for an external consulting, research or teaching report annually the actual time he/she has devoted to such work. This report must be submitted to the Office of the Provost no later than August 31 for the preceding fiscal year. Obtain your Chairperson's signature, keep a copy for your files and forward the original report to your College Dean for appropriate distribution.

Name _____ Date _____

Department _____

Type of Activity: ☐ Research ☐ Consulting ☐ Teaching

Name of External Agency or Agent _____

Address _____

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

Number of Hours of Activity on the Project _____

_____ _____
Department Chairperson Signature Date

Forward the completed original form to the Dean's Office by August 31.

_____ _____
College Dean Signature Date

After review by the Dean, forward the original form to the Provost Office, Campus Box 4000