

**Asbury University**  
**OUTSIDE EMPLOYMENT / CONSULTING**

Each fall faculty members are required to submit a written report regarding anticipated outside employment or consulting commitments. The Faculty Manual information regarding outside employment or consulting is printed below.

**500.9 OUTSIDE EMPLOYMENT/CONSULTING**

Asbury University recognizes the privilege of the faculty member to accept off-campus employment. Limited appropriate activities can enrich professional competence and provide a service to other organizations. It is also recognized, however, that excellence in teaching and the satisfactory fulfillment of other university expected responsibilities requires time and energy and that the first professional responsibility of the faculty member is to the university.

- A. No off-campus responsibilities should be accepted which interfere with the faculty member's obligations to the university. Priority should always be given to university duties, including advising and committee assignments.
- B. Off-campus daytime employment from Monday-Friday is generally discouraged other than that which is directly related to the faculty member's professional field (e.g. research, guest lectures).
- C. A limit of three weekdays a month is allowed for relevant consulting and ten hours per week (daytime Monday-Friday) for relevant outside employment.
- D. Part-time teaching during the daytime at another institution must be approved in advance by the department chair and the provost. Evening teaching should be reported to the department chair and the provost. Interim pastorates should be for a limited period of time and should be entered into only with the prior consent of the department chair, dean, and the provost.
- E. By September 15th of each year, faculty who have accepted, or anticipate accepting, outside employment, must file a written report with the department chair, dean, and the provost.
- F. Unanticipated changes in outside employment expectations will result in the faculty member updating and resubmitting the form in a timely manner.

On the next page you will find a form which can be used to submit your report. Please use a different form for each outside employment obligation.

**Complete** each section of the form, then sign it and submit it to your dean by September 15 each fall.

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Faculty Name:	Department:
Academic Year & Semester:	Length of time?
Name of outside employer:	Self-employed off campus?
Days per semester:	Hours per week:
<b>OUTSIDE WORK RESPONSIBILITIES</b>	
Describe:	
Detail travel expectations:	
<b>IMPACT ON ASBURY UNIVERSITY RESPONSIBILITIES</b>	
Benefits:	
Challenges:	
Please explain any potential conflict of interest:	
<b>Signatures:</b>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Faculty</span> <span>Date</span> <span>Dean</span> <span>Date</span> </div>
	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> <span>Dept Chair</span> <span>Date</span> <span>Provost</span> <span>Date</span> </div>