

W&M External and Outside Employment Approval Form For Executive/Professional Faculty or Instructional Faculty

External and outside paid employment are those activities entirely outside of William & Mary. In external and outside paid employment, the contracting organization pays the individual directly. The [External Paid Employment Policy](#) and guidance can be found in the Conflict of Interests Policy held in the Compliance & Equity Policy Library. This form should be completed by any member of the Executive/Professional Faculty or Instructional Faculty who is planning to accept employment from an organization outside William & Mary who will be paid directly by the entity.

Please check which category best describes the requested activity:

- ☐ **External employment** is defined as any professional activity that is undertaken with payment from another organization by faculty.
- ☐ **Outside paid employment** is work that is not closely associated with your duties or professional expertise at W&M and is generally discouraged.

A. Name:

Workday (93) Number:

B. Department/School/Center/Program:

C. W&M Appointment Type:

☐

9-month contract

☐

12-month contract

☐

Other W&M contract:

D. Activity dates (including preparation and travel time)

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Number of days/hours required to complete activity (1 day = 8 hours)

E. Total number of days/hours previously approved:

F1. External entity or individual requesting your services (name & location):

a. Has the entity engaged in sponsored projects with William & Mary or is it likely to in the near future?

☐ Yes ☐ No If yes, were you involved? ☐ Yes ☐ No

b. Do you or a family member have an ownership interest in this entity? ☐ Yes ☐ No

c. To your knowledge, does any other William & Mary employee have an ownership interest in this entity? ☐ Yes ☐ No

d. If yes, provide employee-owner's name and relationship:

F2. Provide some detail about the external or outside activity:

F3. Will university facilities, personnel, and resources (e.g. classrooms, secretarial assistance, postage, fax machines, copy machines, long distance telephone charges, laboratories, computer center resources) be requested or utilized?

While a staff member's private office and W&M's libraries may be used after hours or during regular hours if it does not interfere with a staff member's duties, all other uses of W&M facilities and resources are not allowed unless approved in writing by the Provost or their designee. Such approval may be contingent on payment to W&M of some or all costs related to the use of its facilities and resources.

☐ Yes ☐ No

If yes, provide details of requested use:

F4. Could this activity result in the development of intellectual property? Will you be required to assign any intellectual property rights to the external entity? If yes, explain:

☐ Yes ☐ No

F5. William & Mary's name, in general, may not be used or implied in conjunction with an external professional activity. Is W&M's name being used in the external activity?

☐ Yes ☐ No

If yes, how will W&M's name be used and why is it necessary:

F6. Will undergraduate or graduate students be involved in the activity?

☐ Yes ☐ No

If yes, describe the student activity in detail (especially describe student academic involvement).

G. Please review W&M's policy on Financial Conflict of Interest. This [policy](#) can be found in the Compliance & Equity Policy Library. Does this activity raise any concern in relation to the policy? If yes, complete the Financial Conflict of Interest Form.

☐ Yes ☐ No

H. Will there be an impact on your regular duties? For faculty, will this activity impact any regular classes, office hours, or committee meetings? For administrative and professional staff, will performance of assigned duties need to be adjusted in any way?

☐ Yes ☐ No

If yes, describe impact and indicate how missed obligations will be covered and/or how assigned duties will be adjusted:

I. In making the above request, I certify that to the best of my knowledge the information I have provided above is true and accurate. I have discussed the proposed work with my Dean or Administrative supervisor to obtain their permission to perform this work and to confirm that it will not interfere with my duties. I agree to immediately resign from this external paid employment if changes in the activity would be at variance with W&M policy or begin to interfere with my responsibilities to William & Mary.

(PLEASE COMPLETE FORM AND OBTAIN SIGNATURES)

Signature

Date

II. APPROVALS -Reviewed and Approved By:

Department Chair/Center Director
(sign and print name)

Date

Dean or Administrative Supervisor
(sign and print name)

Date

Vice Provost for Research and Graduate Professional Studies
(sign and print name)

Date

Additional Space: