

Print Form



## REPORT of OUTSIDE EMPLOYMENT or PROFESSIONAL ACTIVITY for FAU EMPLOYEES

Select:  Original Submission    Or:  Updated or Continuing Submission

This report of proposed outside employment/activity is completed in order to comply with the rules of the University and the provisions of applicable Collective Bargaining Agreements. Please note that this report must be submitted and necessary approvals obtained on an annual basis for any activity continuing beyond June 30 of the year referenced.

If the outside employment/activity involves an entity or agency doing business with or proposing to do business with the University at the time this form is completed, the employee should also attach a **REPORT OF SPECIFIED INTEREST** form.

### EMPLOYEE INFORMATION

Employee Name: <input style="width: 95%;" type="text"/>  Title: <input style="width: 95%;" type="text"/>  Department/Unit: <input style="width: 95%;" type="text"/>	Employee Status: (please select)  <input type="radio"/> AMP <input type="radio"/> SP <input type="radio"/> Administrative Faculty  Instructional Faculty: <input type="radio"/> 9 Month <input type="radio"/> 12 Month
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### PROPOSED EMPLOYMENT/ACTIVITY

Nature of Employment/Activity: (please check all that apply)     Employment     Other Professional Activity  
 Continuing Business Interest (including managerial interest or position)     Other Compensated Activity

Name of Employer/Activity	<input style="width: 95%;" type="text"/>	Anticipated Date(s)	<input style="width: 95%;" type="text"/>
Location(City, State, Country)	<input style="width: 95%;" type="text"/>	Avg # of Hours per Week	<input style="width: 95%;" type="text"/>

1. Description of Employment Activity
2. Are FAU employees and/or students involved?
3. Total number of outside activity and financial interest reports submitted during this contractual period including this report.
4. Estimate of total number hours spent per week during this contractual period on all outside activities including this one.
- 5a. Are you required as a condition of the employment/activity to waive any rights you may have to intellectual property you develop, including patent rights?     Yes     No    (If yes, the Division of Sponsored Research must review and approve the employment/activity.)
- 5b. Will you be working for an entity that has either licensed, optioned, or acquired intellectual property from the University?     Yes     No    (If yes, the Division of Sponsored Research must review and approve the employment/activity.)
6. Will University equipment, facilities, or services be used in the course of this activity?     Yes     No  
 (If yes, please attach a *University Equipment, Facilities and Services* form with this request .)

Instructional Faculty, please complete	12 Month Appointees, please complete
Will classes be missed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has leave form been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
How will classes be covered? <input style="width: 95%;" type="text"/>	Has leave request been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

**I hereby certify that the outside employment or professional activity reported here does not constitute a conflict of interest under Chapter 112, Florida Statutes, and will not interfere with my assigned duties and responsibilities at Florida Atlantic University. I agree to notify the University immediately if the nature of the activity described in this report changes.**

Employee Signature \_\_\_\_\_

REVIEWER	REVIEWER'S SIGNATURE	DATE	APPROVAL
Chairperson or Supervisor	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dean or Director	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Division of Sponsored Research (if applicable)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provost or VP	<input style="width: 95%;" type="text"/>	FAU-000365	<input type="checkbox"/> Yes <input type="checkbox"/> No