

DISCLOSURE OF OUTSIDE EMPLOYMENT

In accordance with Louisiana Revised and Policies of Board of Supervisors for the University of Louisiana System, each full-time employee of Louisiana Tech University must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. A separate disclosure form is required for each outside employment activity reported. Should an additional outside employment activity be initiated subsequent to the annual disclosure date, a separate form must be submitted at that time. If no outside employment qualifies for disclosure, please fill Name, Department, Title or Classification, state "none" in the blank for Full Name and Address of Outside Employer or Business, and **sign and date the reverse side of this form.**

Employee Name: _____

Department: _____ Title or Classification: _____

Full Name & Address of any Employer or Business for Which You Have Received payment or Have an Economic Interest: _____

Time Commitment Required: _____ Inclusive Dates of Activity: _____

1. Describe the nature of the employment: _____

2. Will this outside employment, combined with any other outside employment previously approved, prevent or infringe upon performance of regularly assigned full-time duties? _____. If yes, please explain:

3. Will this outside employment entail the utilization of university facilities, equipment, materials, or involve other university employees or students? _____. If yes, please explain:

4. Will this outside employment involve an entity currently doing or actively seeking to do business with your university department or administrative unit? _____. If yes, please explain:

5. Will this outside employment involve any other governmental entity (local, state, federal,)? _____
If yes, please explain:

It is understood that: (1) I will not represent an outside employer of the university. (2) Any views I may express on behalf of an outside employer do not necessarily reflect the views of the university. (3) The name of the university and/or my official capacity at the university cannot in any way be used in support of any position I may take in behalf of an outside employer.

It is further understood that I have disclosed outside employment in compliance with the provisions of Louisiana Revised Statutes 42:1101 et seq. relative to outside employment, Louisiana Revised Statutes 42:61 et seq. relative to dual office holding and the policies on these subjects as defined in Louisiana Tech University' Policy # 1416, as well as the Rules of the Board Supervisors for the University of Louisiana System. Copies of these documents are available for review in the University Library, Office of Human Resources, and in the offices of each Department Head and Dean.

Employee Signature: _____ Date: _____

Dept. Head/Budget Unit Head: _____ Date: _____

Comments: _____

Academic Dean: _____ Date: _____
(if applicable)

Comments: _____

All Signatures below this point will be obtained, if necessary, during the review process as required by the Board of Supervisors

Appropriate Vice Pres.: _____ Date: _____
(if applicable)

Comments: _____

President: _____ Date: _____
(if applicable)

Comments: _____