



Request for Approval to Perform Outside Service / Consulting

Academic Year

Name: Last, First, Middle

Rank/Title:

Department

Description of outside service: (A separate form must be completed for each entry for whom outside service is to be performed.)

1. Entity for whom service is to be performed:

Name:

Address:

2. Nature of service: (Explain in detail—use additional pages if necessary.)

3. Does the entity for whom you will be performing service conduct business either directly or indirectly with Miami University?
(Yes No) If yes, please explain:

4. Will any portion of this service be performed on campus or otherwise involve the use of University resources?
(Yes No) If yes, please explain:

5. Will the performance of outside service cause you to reschedule or otherwise provide substitute coverage of one or more scheduled classes or laboratories? (Yes No). If yes, please describe:

6. Indicate additional commitments you have during the period covered by this request by checking all boxes that apply:

Overload teaching

One semester

Both Semesters

Release time for work on a grant or contract

_____ % time

Other: if checked please describe:

7. Duration of outside service/consulting: From: _____ To: _____
(Approval must be obtained each academic year.)

8. Specific dates of service/consulting _____
(Time may not exceed an average of one day per week in any semester. If dates are not set, give an estimate of time per week or days per month.)

9. Is outside consulting to be performed for remuneration? (Yes No)

I hereby certify that: **(1)** the proposed outside service will not interfere with my duties as a full time member of the instructional staff; and **(2)** that it will contribute to my professional development or contribute an expertise not commonly available to the solution of a societal problem or has carryover value resulting in the improvement of instructional or research programs of the University; and **(3)** that the time engaged in outside service will not exceed an average of one day per week in any semester; and **(4)** the proposed outside service does not create a conflict of interest or commitment as described in Section 3.11 of the *Miami University Policy and Information Manual*.

Signature of Instructional Staff Member

Date

Approved:

Department Chair

Dean

Regional Campus Dean (If Applicable)

Provost and Executive Vice President
for Academic Affairs