

Request for Approval to Engage in Outside Activity

(Please note that it is not necessary to file this form for single occasion public service talks that do not interfere with the normal performance of one's instructional or service duties and are otherwise in accord with Regents' policies. A copy of the most relevant policies governing outside activities is attached.)

Description of Outside Activity: (Please indicate date and place of activity and title of presentation)

Classroom substitution: (Indicate which classes would require substitute instruction along with substitute instructor's name.)

Signature of Faculty Member:

Date

Approved by:

Department Chair

Date

Associate Dean

Date

Dean's Office will return signed copy to faculty member and department Chair.