

FACULTY REPORT ON OUTSIDE ACTIVITIES & INTERESTS

Purpose: Full-time faculty members at NKU to report outside activities per the definition below which can also be located in the NKU Faculty Handbook section 16.4.

Northern Kentucky University recognizes that faculty are sometimes called upon by outside agencies, professional groups, and industries to provide consulting and other professional activities. A full-time faculty member's obligation to the University must take priority over any such activity. Time spent on such outside activities must be in addition to, rather than part of, the normal full-time effort expected of members of the full-time faculty for University work. Outside activities must not interfere with a full-time faculty member's regular responsibilities at the University, including teaching, advising and helping students, attending meetings, and service on committees. Use of University resources, facilities, and property for outside activities is subject to administrative approval. For full-time faculty, consulting and other outside professional activities are limited to the equivalent of one day per academic week during periods when faculty are on full-time-pay status.

Time spent on such outside activity must be in addition to, rather than part of, the normal full-time effort expected of members of the full-time faculty for University work. Faculty who engage in such outside activity shall report the activity in writing to their department chairs and deans. The deans will forward the reports to the provost annually.

Name: _____ Department/Unit: _____

Form Type: Report of outside activities
 Pre-approval for use of University resources, facilities, and/or property for outside activities

- In the past year, I have engaged in outside activities that meet the definition listed above and in the Faculty Handbook section 16.4.
- In the upcoming year, I plan to engage in outside activities that meet the definition listed above and in the Faculty Handbook section 16.4.
- After completing this form, I will submit it to my Chair and Dean per the procedures listed above and in the Faculty Handbook section 16.4.

Please provide a brief description of the outside activity or request for use of University resources, facilities and/or property for outside activities:

Date Completed by Faculty Member: _____