

Stephen F. Austin State University
Perkins College of Education
Request for Approval for Outside Employment &/or Dual Employment
for Faculty (version2, 10/4/2017; updated 8/26/2019)
(see Policy 11.19)

Outside Employment: engaging in any activity other than for SFA for a fee, salary, or wages; examples include, but are not limited to: establishing or joining a firm, private business; engaging in the private practice of some professional skill; working at another job; consulting; serving as an adjunct, clinical instructor, supervisor or other faculty-like activity at private institutions of higher education (IHE) or non-Texas public IHEs (teaching face-to-face or online courses, supervising students in practicums or internships, developing curriculum or assessments). Outside employment requires approval by academic unit head, dean, and provost PRIOR to beginning the outside employment. [SFA Policy on outside employment](#)

Dual Employment: serving as an adjunct, clinical instructor, supervisor or other faculty-like activity in two or more Texas government agencies; serving as permanent, full-time faculty and serving as an adjunct for another Texas public institutions (community colleges, technical schools, junior colleges, 4-year colleges, or universities); examples include, but are not limited to: teaching face-to-face or online courses, supervising students enrolled at other institutions (practicums or internships). Dual employment requires approval by academic unit head, dean, and provost PRIOR to beginning the second employment. [SFA Policy on outside employment](#)

Name:
Academic Unit:

Name of **Outside Employer(s):**
Describe the nature of the outside employment. Include course numbers & titles, if applicable.

Dates of outside employment (max. one yr)
Beginning on:
Ending on August 31,

How many hours, in the average month, will you be involved in outside employment?
Include the number of course credit hours & prep hours, if applicable.

When is this work typically done, e.g., Saturday, evenings, etc.? Include course schedule, if applicable.

Name of **Dual Employer(s):**
Describe the nature of the outside employment. Include course numbers & titles, if applicable.

Dates of dual employment (max. one yr)
Beginning on:
Ending on August 31,

How many hours, in the average month, will you be involved in outside employment?
Include the number of course credit hours & prep hours, if applicable.

When is this work typically done, e.g., Saturday, evenings, etc.? Include course schedule, if applicable.

Faculty Printed Name

Faculty Signature

Date

- Approval Recommended
 Approval Not Recommended

Unit Head Printed Name

Unit Head Signature

Date

- Approval Recommended
 Approval Not Recommended

College Dean Printed Name

College Dean Signature

Date