

**SOUTHERN UNIVERSITY SYSTEM
POLICY MEMORANDUM NO. 9.000.18**

FORM A: Disclosure of Outside Employment

Check Campus:

Other: Name Unit

	SUBR	SUNO	SUSBO	SULC	Extension	
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Southern University System Policy Memorandum No. 9.000.18 requires all Southern University System employees to comply with its provisions and to disclose all outside employment as defined within the policy. Completion of Form A is required for each outside employment activity in which the University employee is engaged. Blanket approval of outside employment will not be granted. If the approval of the Chancellor/Extension Director or President is required, Form B must also be completed and attached. Employees are required to become familiar with Policy Memorandum No. 9.000.18 before completing this form.

EMPLOYEE DISCLOSURE	
Employee's Name:	Name of outside employer/business:
Social Security No.:	
Department:	Time Commitment Required:
Describe proposed/current employment activity below. Use extra page if necessary.	
<p>_____ (A.) I am not currently engaged in nor am I currently considering or being considered for outside employment. I understand and agree to abide by PM 9.000.18 as applicable to consideration for future outside employment. [Initial and go to (B.) below.]</p> <p>(initial)</p>	
<p>1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4. I am collaborating with or am on special assignment to a unit within the University with which the company is doing or seeking to do business.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. My outside employment would involve teaching which results in university level credit or will be conducted on University time or will utilize University property or services.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>5. My outside employment would yield results which advance a theory or practice in my field.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. My outside employment would involve my providing professional, personal, consulting and/or social services to a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>6. My outside employment would result in my receiving compensation to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. My outside employment requires or will require the use of University personnel, services, facilities, equipment or other resources</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>I will explain to the current/proposed outside employer that: (1) I do not represent said outside employer as an employee of the University in any manner; (2) any views that I may express on behalf of an outside employer do not necessarily reflect the views of Southern University; and (3) in no way may the name of the University or my official University capacity be used in support of any position that I may take on behalf of said outside employer other than as provided in Policy Memorandum No. 9.000.18.</p>	
<p>(B.) My signature attests to my understanding and full compliance with Policy Memorandum No. 9.000.18.</p>	
Printed Name:	Title:
Signature:	Department:
Date:	SUBMIT COMPLETED FORM TO DEPARTMENT CHAIR / HEAD / DIRECTOR

**SOUTHERN UNIVERSITY SYSTEM
POLICY MEMORANDUM NO. 9.000.18**

**FORM B: Disclosure of Outside Employment Requiring Approval
by the Chancellor/Extension Director and/or President**

Check Campus:

Other: Name Unit

	SUBR	SUNO	SUSBO	SULC	EXTENSION	
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If outside employment of a University employee requires approval by the Chancellor/Extension Director or President, the employee must follow the certification and contracting provisions of Policy Memorandum No. 9.000.18 found in the V. REQUIRED APPROVALS for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the Chancellor. The following approvals must be obtained before engaging in proposed or continuing in outside employment.

EMPLOYEE DISCLOSURE	
Employee's Name: _____	SSN: _____
Current/Proposed outside employer or business: _____	
Current/Proposed compensation to be received: \$ _____	Period _____ Date: _____

APPROVAL/CERTIFICATION BY CHANCELLOR/EXTENSION DIRECTOR	
The outside employment activities are not within the course and scope of the employee's duties to the University for which the employee is being compensated by the University.	
The outside employment activities do not conflict with, delay or in any manner interfere with instructional, scholarly and/or services which the employee is obligated to perform for the University.	
The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the area of expertise in which the employee is employed by the University.	
Any contract that is required to be executed between the University and the outside employer or private third party has been negotiated for execution upon approval of the outside employment.	
Signature: _____	
Chancellor/Extension Director	Date _____
Campus: _____	

OUTSIDE EMPLOYMENT INVOLVING PUBLIC POLICY OR A STATE AGENCY	
<input type="checkbox"/> APPROVED	Signature: _____
<input type="checkbox"/> NOT APPROVED	_____
	President _____ Date _____

SUS/PM No. 9.000.18 - Form B

SEND "FORMS A & B" TO SYSTEM PERSONNEL OFFICE WHEN FINAL ACTION TAKEN BY CHANCELLOR / EXTENSION DIRECTOR OR PRESIDENT FOR EMPLOYEE NOTIFICATION.