

**APM 025 - PRIOR APPROVAL FORM
FOR CATEGORY 1 OUTSIDE PROFESSIONAL ACTIVITIES OR
FOR INVOLVING STUDENTS IN OUTSIDE PROFESSIONAL ACTIVITIES**
(Submit to Department Chair)

NAME _____ FACULTY TITLE _____ AY _____ FY _____
DEPARTMENT _____ DIVISION/SCHOOL _____

For each Category I outside professional activity in which you wish to engage, answer the following questions:
Attach separate sheets, if necessary.

1. Category and type of activity in which you will be involved:

Category 1 Activities:

Executive/Managerial Role
Outside teaching or research activity
Outside grant administration
Salaried employee
Other potential conflict of commitment

Involving Students in Outside Activities:

Required if the faculty member has, or expects to have, academic responsibility (instructional, evaluative, or supervisory) for the student, regardless of whether the faculty member has a financial interest in the activity.

2. General description of the business/agency/organization/group/individual:

3. Activities/products/services of entity described above:

4. Nature of your relationship to entity named above (check all that apply):

Founder/co-founder	Owner	Consultant
Board member	Salaried Employee	Stockholder/ partnership interest
Equity/royalty interest	Other, please explain:	

5. Description of the nature of your participation in this activity, including, if you wish, possible beneficial outcomes to areas of research, industry, and public service:

6. Beginning/ending month/year you could be involved in this activity: _____

7. Fiscal year(s) for which seeking approval: _____ (Approvals are generally for one fiscal year but may be granted for a longer term not to exceed five years. Compliance reports must be submitted annually.)

8. Estimated number of days' involvement during academic- or fiscal-year appointment: _____

9. Will you be requesting a full- or part-time leave, with or without pay, while engaged in this activity? _____

Faculty Member Signature Date

Chair Signature Date

Dean Signature Date

Campus Provost/EVC Signature Date

Approval granted through fiscal year ending June 30, _____

Request denied