



# External Employment Disclosure Form

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

I hereby disclose external employment. The employment does not interfere with my assigned University duties. In such external employment, I act as an individual and not as a representative of Arkansas Tech University.

Name of Employing Agency: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

\_\_\_\_\_

Period of Engagement: \_\_\_\_\_ through \_\_\_\_\_  
Date Date

Approximate hours per week: \_\_\_\_\_

\*Complete rows as needed in table below for each academic term during the period of external employment.

Academic Term	In-Load		Overloads	
	Number of Courses	Number of Credits	Number of Courses	Number of Credits

I understand that external employment may not be undertaken on that portion of time covered by federal grants or contracts.

I certify that there will be no conflict of interest between this external employment and my responsibilities as an employee of Arkansas Tech University. I also certify that this external employment will be conducted at no expense to Arkansas Tech University.

If resources of Arkansas Tech University will be utilized during my external employment, I will attach an MOU for external employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Acknowledgements:

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Department Head Signature

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Date

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Dean Signature

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Date

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Vice President for Academic Affairs Signature

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Date