Illinois State University Annual Report of Secondary/Outside Employment

In accordance with State law, Board of Trustee's policy, and Illinois State Policy 3.3.7 Secondary/Outside Employment, (http://www.policy.ilstu.edu/policydocs/outside_employment2.htm), tenured or tenure-track faculty members, chairpersons and administrative/professional employees must receive prior approval for research, consulting, and teaching paid by an external source. In addition, State law (Illinois revised Statutes, Chapter 144, Section 216) requires that an employee who has received approval for an external consulting, research or teaching report annually the actual time he/she has devoted to such work. This report must be submitted to the College Dean by June 30 for the preceding 12-month period. Obtain your Chairperson's signature, keep a copy for your files and forward the original report to your College Dean for appropriate distribution.

Name:	Date:	
Department:		
Type of Activity: Research	Consulting	☐ Teaching
Name of External Agency or Agent:		
Address:		
Duration From	To Month/Day/	Year
Number of Hours of Activity on the Project		
Department Chairperson Signature	Date	
	ed original form to the Dean's Office by June 30.	
College Dean Signature	 Date	