**Rutgers, The State University of New Jersey**
**School of Arts and Sciences**

# Outside Employment Request and Approval Form

**Purpose and Eligibility**

1. This form is used when leaves of absence without pay **involve professional non-Rutgers employment**.

2. Leaves of absence without pay are for the purpose of professional development, personal convenience, or completion of a terminal degree. Such leaves may be for a period up to two consecutive years.

3. The granting of leave of absence without pay to members of the faculty is subject to the needs of the academic program and requires the approval of the department chairperson and the dean. Such approval may not be unreasonably withheld, and a written statement of the reasons for withholding approval shall be given to the faculty member upon request within ten working days of that request.

4. A request for leave of absence without pay shall normally be made one year in advance and will specify the requested dates of commencement and termination of the leave. The date for the commencement and termination of such leave shall be at the discretion of the University, but normally such leave shall commence on July 1 or on January 1 and shall terminate on December 31 or June 30.

**Employee Information:**

Name (Last, First, MI):

Rank or Title:

Department:

Duration of leave: From mm/dd/year To: mm/dd/year

**Employer Information:**

Name:

Address:

Contact Person:

## Employment Description:

Please describe the nature of the work you will be performing for the employer and your relationship with the employer (employee, consultant, board member, etc.).

**Certification:**

I certify that:

1. I will abide by the University Polices regarding leave without pay that are applicable at the time of this agreement.
2. There is no potential or actual conflict of interest between my professional employment and my employment at Rutgers University. I will disclose to my department chair any potential conflict of interest that may arise during my employment.
3. My employment is not related to and does not require use of specific research conducted by me or by those under my direction at the University or with University facilities or resources, including inventions or discoveries that have been conceived or reduced to practice in whole or in part using University facilities and resources.
4. I will not use Rutgers University resources in the performance of my employment.
5. I assume full liability for any actions associated with my employment.
6. During my employment, I will act as an individual and not as a representative of Rutgers University.
7. I will abide with the provisions of the University's Code of Ethics policy at all times.
8. I have read and understand the University Patent Policy.
9. I agree to provide additional details regarding my employment as reasonably requested by Rutgers.

**Signatures:**

Employee Acknowledgment and Agreement: _____ Date _____

Area Dean Approval: _____ Date _____

Area Dean Name: _____

Executive Dean Approval: _____ Date _____

Executive Dean Name: _____