

**College of Arts and Sciences
University of Louisville**

Request for Approval of Work Outside the University

This form is to be used to obtain permission to perform professional work that is not indicated on a faculty member's Annual Work Plan, as required by Section 4.3.3 of the revised University of Louisville *Redbook*.

Name of Faculty Member:

Brief description of work:

Period when work will be performed:

Estimated hours per week to be devoted to work during academic year:

Additional comments, if any:

Signature:

I affirm that the work I am proposing to do outside the University is appropriate to my expertise and to the mission of the University, and that this work will not interfere with fulfillment of my obligations to the University in teaching, service, or research and creative activity. I further agree to submit a report on this work with other documentation for annual review.

Faculty Member: _____ Date: _____

Approvals:

Department Chair: _____ Date: _____

Dean: _____ Date: _____