TU Full-Time Faculty Outside Employment, Outside Professional Services,
Outside Teaching, and Offload/Overload Teaching Form

Full-time faculty members may earn additional pay above and beyond their institutional base salary at Towson University during an appointment period, which includes Minimester but not summer, through employment outside the university, professional services and offload/overload teaching within the university, and teaching outside the university (see [Towson University Policy on Outside Employment, Outside Professional Services, Outside Teaching, and Offload/Overload Teaching by Full-Time Faculty, 02-03.20](https://inside.towson.edu/generalcampus/tupolicies/documents/02-03.20%20Outside%20Employment%2C%20Outside%20Professional%20Services.pdf)).

**Directions**: All faculty who engage in the activities described in sections A through C in the policy referenced above are required to fill out this form for the upcoming academic year and submit it at the same time as the faculty member’s Annual Report (AR). Activities proposed on this form must be approved by the College Dean. **Completed forms will be retained in the College Dean’s Office.** Subsequently, if circumstances change at any time after this form has been approved, faculty must submit for approval another form detailing any updates at least 10 days before the start of the activity.

College Deans must submit the Outside Employment, Outside Professional Services, Outside Teaching and Offload/Overload Teaching College Summary Report to the Vice Provost within 30 days of the end of each semester describing all approvals granted pursuant to this policy during the semester.

**Faculty Name:**

**Faculty Rank and Title:**

**TU Department:**

**TU College:**

|  |  |  |  |
| --- | --- | --- | --- |
| **TERM** | **DESCRIPTION OF ACTIVITY** | **ACTIVITY TYPE**  | **HOURS PER WEEK/ # OF COURSES** |
|       |       | [ ]  A [ ]  B [ ]  C |       |
|       |       | [ ]  A [ ]  B [ ]  C |       |
|       |       | [ ]  A [ ]  B [ ]  C |       |
|       |       | [ ]  A [ ]  B [ ]  C |       |
|       |       | [ ]  A [ ]  B [ ]  C |       |
|       |       | [ ]  A [ ]  B [ ]  C |       |
|  |  |  |  |
| **ACTIVITY TYPE KEY:** **A = Employment outside the university, including consulting, private professional practice, or contract work up to one day per week or its hourly equivalent****B = Professional services\* and offload/overload teaching within the university, with the advance written approval of the Provost or Delegated College Dean****C = Teaching outside the university for additional compensation, with the advance written permission of the Provost or Delegated College Dean** |
| \* Professional services within the university must be reported only when, in the aggregate, they exceed the offload pay equivalent to a 3-credit course.<http://www.towson.edu/provost/budget/documents/adjunct_offload_rates.pdf>  |
| Faculty Signature:  | Date:       |
|  |  |  |  |
| Department Chair Signature:  | Date:       |
|  |  |
| College Dean Signature:  | Date:       |