



Office of Human Resources • Dept. 200
P. O. Box 8500 • Lynchburg, TN 37352-8500
(931) 393-1542 • FAX (931) 393-1552

OUTSIDE EMPLOYMENT APPROVAL REQUEST

TO: _____, Vice President
FROM: _____
DATE: _____

Instructions:

Prior to engaging in any outside employment or business activity, all full-time faculty and administrators must submit this form through appropriate administrative channels for approval by the appropriate Vice President.

I propose to engage in the following outside employment or continuing business activity:

I certify that the outside employment or business activity will not interfere with my assigned duties and responsibilities at Motlow College and is not otherwise in conflict with the provisions of TBR Policy No. 5:01:05:00.

Signed: _____

FORWARDING APPROVALS:

Division/Department Head: _____ Date: _____

Dean/Administrative Office: _____ Date: _____

Approved

Disapproved because _____

Vice President: _____ Date: _____