



Outside Employment Form

The TCU Faculty/Staff Handbook requires that the dean and appropriate vice chancellor approve any faculty/staff outside employment. To facilitate this process, faculty/staff who are engaged in outside professional activities for compensation should complete and return this form to Kim Gore in the AddRan Dean's Office. The policy, as currently stated in the TCU Faculty/Staff Handbook, is included below.

Faculty/Staff name		
Department/Unit		
Location of outside employment (e.g. agency name)		
Brief description of duties		
Time spent in activity (hours/week or hours/month)		
*Signature/date		
Department Chair's signature/date		
Dean's signature/date		
Provost/Vice Chancellor signature/date		

* By signing this document, the faculty/staff member agrees to and understands the standards of outside employment described in the TCU Faculty/Staff Handbook.

Below is the policy as is written in the TCU Faculty/Staff Handbook (2019-2020):

Outside Employment. Faculty and staff employees may engage in outside employment or professional activities provided these activities comply with University policy. The following factors justify the University's permitting such activities under certain conditions.

1. Exceptional skills of these individuals are thus made available as a contribution to community life.
2. Practical experience in the staff member's field may improve job-related skills on the campus.
3. Such activities may provide a legitimate way of supplementing the income derived from the University.

TCU employees' primary work-related obligation is to the University. It is imperative there is a clear understanding as to the conditions under which outside employment is approved. The following policies regarding outside employment apply:

1. Outside employment/service delivery should be consistent with the academic training and prestige of the profession.
2. No outside service shall be competitive with any program of the University.
3. Any commercial advertising using the TCU affiliation of the faculty or staff member is prohibited.
4. Any outside work requiring more than an average of eight (8) hours per week shall be considered interference or impingement to the employee's obligations to their primary employment position with the University.
5. Clearance must be made with the appropriate dean and vice chancellor prior to taking any outside employment or assignment in any area of professional activity. This provision does not apply to that period of time not covered by the employees' contract (rest months).
6. Any outside employment that conflicts or interferes with scheduled assignments is prohibited.
7. Outside employment does not justify employees spending less time on campus than is generally expected and does not excuse dereliction of duties and responsibilities.
8. Outside employment is no substitute for research or the publication of creative work which furthers the scholarship of a faculty member. Such outside employment can only complement scholarship, research, and learning.

For complete information, refer to Policy 2.071 Conflict of Interest.

COVID-19 Additional Restrictions

Travel

TCU has suspended all University-sponsored domestic and international travel until Dec. 31, 2020 or until further notice. **Exceptions to this travel suspension must be approved by the appropriate Vice Chancellor via email.** In the event that international travel is approved by a Vice Chancellor, it must be registered using the TCU Faculty & Staff Authorizations & Registration system. The University requests that non-essential personal travel to domestic and international regions with community transmission be reconsidered. Per CDC recommendations, employees who travel outside of the country for personal or business reasons will be required to serve a 14-day self-monitoring period before they are eligible for return to campus. Employees who travel on cruise ships, including river cruises, worldwide will be required to serve a 14-day self-monitoring period before they are eligible for return to campus. Work with your supervisor before traveling to ensure you will be permitted to work from home during this period. If you are entering in a 14-day observation period due to travel, register your self-observation with the university: <https://forms.tcu.edu/covid19/report/>. During this 14-day period, monitor your health twice a day and report any symptoms on the TCU Health and Illness Report Form. You can also call the TCU COVID-19 Self-Report Hotline for assistance, 817-257-2684. TCU policy is subject to change based on revised and evolving state orders.

_____ (Please Initial) I have discussed the University's COVID restrictions with my supervisor and confirm that my outside employment does not allow any of the activities that are currently being restricted.