

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

OFFICE OF THE PROVOST

REQUEST FOR APPROVAL FOR EXTERNAL EMPLOYMENT

This form must be completed and approved prior to accepting a position and/or signing a contract for employment outside the University.

Check: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_  
Year Year Year

Name: \_\_\_\_\_

School/Department Assignment: \_\_\_\_\_

I request permission to engage in outside employment at:

\_\_\_\_\_

I have a full teaching load and approval of this request will not interfere with my regular teaching, service, research or Administrative responsibilities at Hampton University.

Outside Teaching Assignment

Name of Course	Date of Course	Time
_____	_____	_____
	From To	

Other: (Please list)

\_\_\_\_\_

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Approved  Not Approved  Approved  Not Approved

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

School Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not Approved

\_\_\_\_\_ Provost