

**NORTHERN NEW MEXICO COLLEGE  
OUTSIDE EMPLOYMENT DISCLOSURE FORM**

This form is to be completed, as appropriate, by Tenured and Tenure-Track Faculty pursuant to Article 29 of the Collective Bargaining Agreement.

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Requirements:**

- A. The faculty member does not have to inform their supervisor or Dean nor obtain approval. This category would consist of activities such as attending professional meetings, writing books, giving occasional speeches and lectures, refereeing manuscripts, and outside activities that are personal.
- B. The faculty member would be required to inform their supervisor or Dean in writing, but would not be required to obtain approval. This category would consist of activities such as occasional outside consulting activities, holding office in scholarly or professional organizations, assuming editorial duties for a journal.
- C. The faculty member would be required to inform their Dean in writing and shall obtain prior approval from the Provost if the activities would have potential to conflict with job assignments. This category would consist of activities such as consulting more than one day per month, teaching for another institution, working a second job, or operating a personal business. This approval will be documented with the Human Resources Department.

**Listed below are the activities pursuant to B above:**

	Nature of Outside Employment	Time Commitment/FTE	Expected Duration
1			
2			

Signature (Faculty Member): \_\_\_\_\_ Date: \_\_\_\_\_

**Listed below are the activities pursuant to C above:**

	Nature of Outside Employment	Time Commitment/FTE	Expected Duration
1			
2			

Signature (Faculty Member): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Dean): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Provost): \_\_\_\_\_ Date: \_\_\_\_\_