

DUTCHESS COMMUNITY COLLEGE

PLEASE TYPE /PRINT

Full-Time Professional Staff Outside Compensated Activities Approval Form

Date: _____

Name: _____ A#: _____

Department: _____ Phone# _____

Proposed Place of Employment: _____

Position: _____

Days & Hours: _____

Exact Nature and Duration of the Activity: _____

- This activity will not interfere with my teaching effectiveness or College duties and responsibilities.

Signature of Employee

Approval Disapproval

Department Chair or Supervisor– Name, Signature, Date

Approval Disapproval

Supervising Dean or VP – Name, Signature, Date

Approval Disapproval

President – Name, Signature, Date

Reasons for Disapproval _____

FORM IS TO BE CIRCULATED WHETHER APPROVED OR DISAPPROVED, AS FOLLOWS:

- Originator
- Department Chair or Supervisor
- Divisional Vice President or Dean
- President

COMPLETED FORM TO BE DISTRIBUTED TO ALL PARTIES AND THE OFFICE OF HUMAN RESOURCES

Procedure for the Approval of Outside Compensated Activities

Article VI: RESPONSIBILITIES AND PRACTICES OF EDUCATORS

6.01 Outside Compensated Activities

Full-time employment by the College shall be considered the basic full-time employment of all educators. In the performance of his/her specific and individual duties and obligations to the College, the educator shall be regarded as an employee of the College. He/she shall be responsible to his/her immediate supervisor, to the appropriate VP/ Dean and to the President of the College, and to the Board of Trustees, as the case may be. Educators may engage in outside compensated activities provided such activities do not interfere with their teaching effectiveness or College duties and responsibilities. Prior to the acceptance of such commitments and on an annual basis thereafter, educators wishing to engage in additional compensated activities shall specify in writing their exact nature and duration to their supervisor for approval. The approved request will be forwarded to the next level of supervision for subsequent approvals. The President, after stating the reasons, may withhold approval of such activities or request their discontinuance.

In accordance with Article VI of the current Collective Bargaining Agreement between DCC and DUE, the following procedures are to be followed:

1. Prior to the start of the outside compensated activity, and annually thereafter, the originating employee completes and signs the Outside Compensated Activities Approval Form and forwards it on to one's supervisor for consideration.
2. The supervisor completes the approval section of the form and forwards the form onto the next level of approval.
3. Upon final determination by the President of the College, a copy of the completed form is sent to each party and the Office of Human Resources.

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