

NatSci Outside Work for Pay Disclosure Form*

All tenure system and fixed-term faculty members (instructor through professor) and all academic specialists who hold appointments of at least 50% time are required to obtain approval of all outside work** for pay with the following exceptions (these activities are not regulated by the outside work for pay policy):

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications
- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

Pay includes:

Anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not limited to, any salary, fee, honorarium, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by his/her relative(s), shall be considered "pay" (whether or not the faculty member receives anything of value in consideration for the work)

I do not anticipate having any outside work for pay from July 1- June 30, 20_____, but will request and obtain written approval from my unit administrator and dean or director before engaging in outside work for pay during this period.

I anticipate receiving pay for outside work and have attached the [MSU Outside Work for Pay/Overload Pay](#) form.

Signature/Date

Name

* Based on the [MSU Policy on Outside Work for Pay](#).

** N.B. MSU policy also requires disclosure of outside work for pay during the summer.