

**THE UNIVERSITY OF MAINE**  
**Outside Employment Reporting Form**

Members of the Faculty Bargaining Unit represented by the Associated Faculties of the University of Maine System (AFUM), are required to report certain forms of outside employment to their appropriate supervisor. Article 24, Section C and J of the current Agreement, states that:

Any unit member who proposes to engage in any outside compensated professional employment which the unit member should reasonably conclude may create a conflict of interest, under the University of Maine System Conflict of Interest Policy, shall report to the unit member's supervisor, in writing, the details of such proposed employment prior to engaging therein.

The reporting provisions of this section shall not apply to employment performed wholly during a period in which the unit member has no appointment with the University.

Such employment must be reported to your department chairperson or school director (dean in non-departmentalized colleges) and approval obtained, as provided by the agreement, prior to starting such employment. Any changes in the nature or extent of previously reported outside employment must be reported and re-approved. Please refer to Article 24 of the AFUM Agreement for the complete policy. Prior arrangement and reimbursement at the appropriate indirect rate must be made if University resources are used. Negotiations for the use of such resources shall be through the Department of Industrial Cooperation (DIC).

Name: \_\_\_\_\_ College/Dept. \_\_\_\_\_ / \_\_\_\_\_

Client Name and Address: \_\_\_\_\_ Estimated Duration of Commitment:  
Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_

Nature of Work:    \_\_\_ Continuous    \_\_\_ Intermittent    \_\_\_ Single Job

Location Of Work:   \_\_\_ On Campus       Off Campus    \_\_\_ Both

Brief Description of Work to Be Done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Time Commitment to the Project: (total days, consecutive days, etc.):

\_\_\_\_\_

University Resources Involved? \_\_\_ No \_\_\_ Yes\*, please negotiate through the Department of Industrial Cooperation (DIC) and briefly explain the arrangement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson/Director/ or Dean

**\*\*NOTE: Special approval is required for DIC projects. Please attach the appropriate DIC form.**

**Chairperson/Director sends a signed copy to the faculty member, places a copy in the faculty member's personnel file and, for informational purposes, sends a copy to the College Dean.**