

**Notification of Consulting or Other
Outside Business Activity or
Arrangement
(Faculty and Academic Professionals)**

NOTE: Deans are authorized to establish a more stringent policy that requires faculty, academic professionals, or administrators in their units to obtain written permission before filing this notification (ACD 510-01). If such an internal policy is established, it must be applied evenly across the unit and/or the category of employee affected by the policy.

This form should be submitted prior to beginning the work. Please review ACD 510-01 before submitting. For ongoing or continuing arrangements, this form must be submitted annually. Failure to submit this form may result in disciplinary action.

To the Dean of	
Name	ASU ID No.

I will engage in the following business activity during contractual periods of university service.

Employer Name	Hours per Week	No. of Weeks	Total No. of Hours
Start Date	End Date		
Nature of Employment			
I have previously undertaken _____ hours of supplementary remunerative activities this <input type="checkbox"/> fiscal <input type="checkbox"/> academic year.			
When you are engaged in consulting, how will your regular university responsibilities be fulfilled?			
Justification:			

My contract with the university is on a fiscal; academic year basis, and I understand that supplementary activities for extra compensation are limited to 384 hours per fiscal year; 312 hours per academic year.

Signature		Rank	Date Submitted
Signature, Department Chair/Director	Date	Signature, Dean	Date
Printed Name, Chair/Director		Printed Name, Dean	