

COLORADO SCHOOL OF MINES

Request to Engage in Non-Professional, External Commitment Form

5. Is absence from scheduled classes involved? Yes No

If yes, what arrangements have been made to provide class coverage?

6. Describe how the external commitment will enhance or support your activities as a Mines employee:

7. Describe any actual or potential conflicts of interest between the external commitment and your Mines duties:

8. Provide a statement addressing the issue of potential conflict of commitment:

9. Other non-professional, external commitments in which I am currently engaging that are similar in scope and magnitude to the commitment that is the subject of the present disclosure (if none, please state):

10. The nonprofessional, external commitment I propose to undertake will be performed (check all that apply)

outside of my normal working hours

on work time that I will make up, or

on work time for which I will declare annual leave.

Employee Name (Printed/Typed)

Date

Employee Signature

Date

Academic Department Head or Direct Supervisor Signature

Date

Academic Dean Signature or Next Level Supervisor Signature

Date

Provost Signature (needed for requests from DHs or Deans)

Date