



PM-11 FORM B

Disclosure of Outside Employment Requiring Approval by the Chancellor or President

Louisiana State University Health Shreveport

If outside employment requires approval by the Chancellor or the President, the employee must follow the certification and contractual provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made part of this Disclosure Form before submission through administrative channels for review by the Chancellor. The following approvals must be obtained before engaging in the proposed outside employment. *Form must be typed.*

EMPLOYEE DISCLOSURE	
Employee's Name: _____	
Department: _____	Employee ID: _____
Proposed outside employer or business: _____	
Amount of Proposed Compensation: _____	Date: _____

APPROVAL/CERTIFICATION BY CHANCELLOR	
<p>The outside employment activities are not within the course and scope of the employee's duties to the University for which the employee is being compensated by the University.</p> <p>The outside employment activities do not conflict, delay or in any manner interfere with instructional, scholarly and/or services which the employee is obligated to perform for the University.</p> <p>The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the areas of expertise in which the employee is employed by the University.</p>	
Signature: _____	
Chancellor Louisiana State University Health Shreveport	Date: _____

OUTSIDE EMPLOYMENT INVOLVING PUBLIC POLICY OR A STATE AGENCY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Signature: _____ _____ President
	Date: _____