

SOC Outside Work for Pay Disclosure Form

Per MSU Policy on Outside Work for Pay in Section IV of the Faculty Handbook, all (tenure-system and fixed-term) faculty at the rank of Instructor through Professor who hold appointments of at least 50% time are required to obtain approval for **all** outside work for pay (whether it happens during the academic year or the summer). Faculty must submit a completed Outside Work for Pay form and secure approval **before** performing such outside work for pay.

Pay includes anything of value received in consideration for work (except reimbursements 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 their relative(s) shall be considered “pay” (whether or not the faculty member receives anything of value in consideration for the work).

Exceptions (activities not regulated by the outside work for pay policy):

- presentations at professional meetings and other similar gatherings;
- peer review of articles and grant proposals;
- royalties proceeding from traditional academic works (see “Development of Copyrighted Materials” in the Faculty Handbook);
- 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; and
- musical or other creative performances and exhibitions, if there is an expectation in the faculty member’s discipline that they will engage in such performances or exhibitions.

- I do not anticipate having any outside work for pay from July 1, 2019 to June 30, 2020. Should this change, I will request and obtain written approval from the SOC Chairperson 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