

Missouri Western State University
Outside Employment - Faculty
Academic Policies
Approved: 02/03/2022

A faculty position at Missouri Western is considered a full-time professional endeavor. It is necessary and desirable to protect the institution and the profession of teaching from possible abuse. Therefore, a faculty member who desires to engage in employment activities other than to regular contractual obligations must make a written request describing the proposed additional activities. This request must have the approval of the Department Chairperson, Dean, and Provost and Vice President for Academic Affairs. Each approved request expires on June 30, and approval must be gained each new fiscal year. Among the possible employment situations would be the following: additional employment, outside employment, or overload.

Additional Employment refers to any compensated work activities in addition to the employee's primary appointment or contractual obligations for which the employee receives compensation through institutional payroll. Among the activities considered additional employment are work on externally funded grants or contracts, inter-departmental consulting, and teaching for the Early College Academy. A faculty member must submit a formal request (see "Request for Additional or Outside Employment" form) for additional employment, and the department chairperson, dean and vice president must approve the request before the work activities can begin.

Outside Employment refers to any compensated work activities in addition to the employee's primary appointment or contractual obligations that 1) is performed outside the employee's approved work schedule, b) is not performed on campus, c) in no way interferes with the performance of the employee's regular duties, and d) is not compensated through institutional payroll. A faculty member must submit a formal request (see "Request for Additional or Outside Employment" form) for outside employment, and the department chairperson, dean, and vice president must approve the request prior to the academic semester or before the work activities can begin.

Overload is exclusive to faculty and refers to additional academic load activities in excess of a full-time academic load as defined in this policy guide.

A separate request must be made for each distinct additional or outside employment item. The additional employment shall not interfere with the regular and punctual discharge of the faculty member's contractual assignments. Approval may be withdrawn at any time if the Provost and Vice President for Academic Affairs judges the additional or outside employment to be a significant detriment to the faculty member's performance.