



To be submitted to your supervisor

Pursuant to Article 11.06 of the Academic Employees Collective Agreement, the College requires all faculty members obtain prior written consent from their immediate supervisor(s) for any employment, consulting, or teaching activity which the faculty member takes part in, outside the College, during periods of assigned workload.

Administrative and Support Staff employees may undertake employment external to the College, with written permission of the College, providing that, in the opinion of the College, the activity will not interfere with the performance of the employee's duties, or constitute a conflict of interest.

Employee Information

Last Name	First Name
Department	Title

Supervisor Information

Name	Title
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Outside Activity Details

Nature of activity:
Organization for which the activity is being done:
Period of time when the above activity is conducted:
Approximate commitment of time per week:

Employee Signature

Date

Supervisor signature

Date

Please send completed form to humres@niagaracollege.ca