

## Faculty Request to Obtain an Outside Appointment

Faculty must obtain approval from their Department Chair and the Dean's office *before* accepting an appointment at an outside institution. To request approval, complete this form and submit to your Department Chair's office for review. If supportive, the Chair will sign and an administrator will upload this form to an online system for review by the Office of Regulatory Affairs.

### A. Candidate Information

Candidate Name	Primary Feinberg Department
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### B. Outside Appointment Details

Institution Name(s) and Location(s):	Outside Appointment Title	
	Expected Start Date	Expected End Date

### C. Explanation of Activity

<p><b>1. What type of academic appointment will you hold (e.g., visiting, honorary, adjunct, etc.)?</b></p>
<p><b>2. Will you be entering into a contractual agreement of any kind with any of the institution(s)? If so, please provide the agreement. If not, what are your responsibilities and time commitment for the appointment? Please also provide a copy of the appointment letter(s) from the outside institution(s).</b></p>
<p><b>3. Are you expecting payment or compensation from the institution(s)? If so, what is the estimated amount?</b></p>
<p><b>4. Has the relationship been disclosed in your annual disclosure survey?</b></p>
<p><b>5. Are you requesting a leave of absence from Northwestern in conjunction with accepting this appointment? If so, what are the dates of the leave and would this be a paid or an unpaid leave of absence?</b></p>

#### Faculty Signature

*I confirm that the information presented above is complete and accurate.*

#### Department Chair Signature

*I am supportive of the request for an outside appointment as presented above.*

Signature

Date

Signature

Date