



Human Resources Office
276 Patton Lane Harriman, TN 37748-5011
(865) 882-4679 Fax (865) 882-4687
www.roanestate.edu

Outside Employment Notification

Instructions: Prior to engaging in outside employment or continuing business activity, full-time faculty and staff members shall review TBR Policy No. 5:01:05:00 and submit this form through appropriate administrative channels to the President.

FROM: _____

TO: Dr. Chris Whaley, President

DATE: _____

SUBJECT: OUTSIDE EMPLOYMENT

- The purpose of this memorandum is to notify you that I propose to engage in the following outside employment of continuing business activity:

- I certify that the outside employment or continuing business activity will not interfere with my assigned duties and responsibilities at Roane State Community College and is not otherwise in conflict with the provision of TBR Policy No. 5:01:05:00.

Employee signature Date

Division/Department Head: () Forwarded, recommending approval

Signature Date

Dean/Vice President: () _____
Signature Date

President: () Approved () Disapproved by reason of: _____

Signature Date