

**FULL TIME LECTURER
REPORT OF SUPPLEMENTAL EMPLOYMENT**

Per the contract between Eastern Michigan University and the Eastern Michigan University Chapter of the Federation of Teachers, a lecturer may accept outside supplemental employment as long as it does not interfere with the full and proper performance of their duties. EMU equipment, supplies, materials or clerical services may not be utilized for such work. Therefore, this form shall be filled out and returned to your Department Head.

Should the Department Head or Supervisor determine that the supplemental employment interferes with the lecturer's duties, the lecturer may be requested to modify such supplemental employment as a condition of the lecturer's continued employment with Eastern Michigan University.

Full Time Lecturer's Name: _____ **EID:** _____
First Name Last Name

Rank: _____ **Department | School:** _____

Fall: _____ Winter: _____

1. Briefly describe the nature of the supplemental work you will be doing:

2. For whom will the work be done? Please provide the name(s) and address(es) of the employing agency(ies) or self-employed if that is the case.

3. What are the beginning and ending dates of the employment / activity?

4. Estimated total number of hours required during the period specified in #3?

Lecturer: _____ Date: _____

Department Head | School Director: _____ Date: _____