

**PURPOSE:** TO OUTLINE POLICY ON WORKING OUTSIDE BRENAU UNIVERSITY.

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All full-time employees desiring to serve in a consulting capacity, or pursue part-time employment outside of Brenau University, must submit a written request and obtain approval from their supervisors prior to accepting the position. Faculty members must obtain written approval from their Department Chair, Dean, and the Provost & Vice President for Academic Affairs. Staff employees must obtain written approval from their direct supervisor and area vice president. Permission may be granted unless such duties interfere with regular contractual Brenau related duties. Copies of the request and its signed approval must be submitted to the Human Resources Office for inclusion in the employees' personnel files upon approval.