



Music Department form required to apply for outside consulting activities by VSU Music Department faculty. Faculty will use this form for applying for any requested paid leave for consulting activities during regular contracted pay period for 10 and 12 month employees. Any activity that may result in a conflict of interest must receive prior approval from Department and Dean of College of the Arts.

Date:

To: Department Head and Dean/COA

From:

RE: Requested outside consulting/contracted performing activities

Give detailed description of outside activity below-add additional page if necessary:

Give detailed description of who will cover any missed classes/office hours/meetings:

List how this activity will aid in faculty professional development/research and how it meets the mission of the Department and University.

Signature

Date

Approved Department Head, Date

Approved Dean, COA Date

Sign **four** copies. One will be returned after approval by Department and Dean, one will go into Department file, one will remain in the Dean's office, and fourth sent to VPAA.

DEPARTMENT of MUSIC

PHONE 229.333.5804 • FAX 229.259.5578 • WEB www.valdosta.edu/music/ • ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-0115