COLORADO SCHOOL OF MINES
Request to Engage in Non-Professional, External Commitment Form

Pursuant to Section 6.4.3 of the Twelfth Edition of the CSM Faculty Handbook, this form is to be completed and submitted to the employee’s department head/division director or administrative supervisor to request authorization to engage in a non-professional, external commitment. Please see the Handbook for more information. If the space provided below is inadequate to accommodate your responses, please attach additional sheets.

Employee Name: __________________________________________
CWID: ____________________________________________________
Department: ______________________________________________

Name of entity involved in the external commitment:
________________________________________________________________________________________________

Specifically describe the nature of the external commitment to be undertaken:
________________________________________________________________________________________________
________________________________________________________________________________________________

Estimate of amount of time involved in performing the external commitment, including specific dates:
________________________________________________________________________________________________
________________________________________________________________________________________________

Is absence from scheduled classes involved?  Yes  No

If so, what arrangements have been made to provide class coverage?
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Describe how the external commitment will enhance or support your activities as a CSM employee:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
Describe any actual or potential conflicts of interest between the external commitment and your CSM duties:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provide a statement addressing the issue of potential conflict of commitment:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other non-professional, external commitments in which I am currently engaging that are similar in scope and magnitude to the commitment that is the subject of the present disclosure (if none, please so state):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The non-professional, external commitment I propose to undertake will be performed (circle appropriate letter):

(a) outside of my normal working hours  
(b) on work time that I will make up, or  
(c) on work time for which I will declare annual leave.

________________________________________________________________________
Employee Signature                                                               Date

________________________________________________________________________
Employee Name (Printed or Typed)                                                  Date

________________________________________________________________________
Department Head/Division Director/Administrative Director Signature               Date

________________________________________________________________________
College Dean Signature                                                           Date

________________________________________________________________________
Provost Associate/Provost Signature                                               Date

April 3, 2018