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To be completed and submitted by the seventh week of class upon the request of the graduate assistant's department chair or graduate advisor.

Name \_\_\_\_\_

University Classification (Check One)  GTA  GSA

Semester/year \_\_\_\_\_

Department \_\_\_\_\_

Description of employment activity	Institution or agency	Dates of employment	Scheduled hours	Average hours per week

Per the GEOC CONTRACT, Article 22:

An employee may not teach more than one course at another institution of higher learning or be otherwise employed outside of the University for greater than 20 hours per week without consulting with his or her departmentally-recognized academic advisor and receiving a signed confirmation of such consultation from said advisor in advance. An employee may not use Wayne State University course materials, curricula, or other materials in any outside employment.

Upon the request of his/her department chair or graduate advisor, the Employee shall submit a report, on a form provided by the Employer, to his/her department chair or graduate advisor as appropriate, detailing all outside employment. The report (if requested) shall be submitted once per semester and shall be due on the seventh week of each semester. The report must be requested prior to the sixth week of the semester.

**I certify that the above information is accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date