

INSTRUCTIONAL DISCLOSURE STATEMENT FOR FACULTY

YC Policy 2.20 Conflict of Interest: *“The College recognizes that some external employment opportunities may enhance a faculty member’s professional competency and reflect positively on the College and its programs. All work by full-time faculty with other educational institutions requires the prior written approval of the department through and including the Vice President of Instruction and Student Services. . . ” as well as adherence to all requirements as outlined in the policy.*

SECTION I – EMPLOYEE INFORMATION – PLEASE PRINT		Today's Date:	
Last Name:	First Name:	MI:	
Division:	Proposed External Employment:		
SECTION II –PROPOSED EXTERNAL TEACHING ASSIGNMENT			
Title of Course (s): _____			
Dates of Course (s): _____			
Time of Course (s): _____			
Total Credit Hours: _____			
Proposed total number of weekly work hours at external employer: _____			
Total Instructional Load at Yavapai College for proposed semester: _____			
Additional duties or responsibilities at Yavapai College: _____			

SECTION III – COMMENTS			
SECTION IV-APPROVAL & SIGNATURES			
	Printed Name	Signature	Date
Faculty Member			
Dean			
Provost & VP Instruction/S.D.			
Director of Human Resources			

Completed forms should Submit Via Email to HumanResources@yc.edu