

**OTHER EMPLOYMENT REQUEST FORM  
FOR GRADUATE FELLOWS AND ASSISTANTS**

**Other Employment:** Graduate Teaching Fellows and Assistants wishing to become involved in any employment (either on-campus or off-campus) other than the GTF or GA **must** file a Request for Outside Employment form with the Dean of the College of Graduate and Professional Studies, who will approve or disapprove this request based on the judgment of individual circumstances. The total number of hours worked for all positions cannot exceed 20 hours per week.

1. NAME: \_\_\_\_\_

2. RU ID#: \_\_\_\_\_ 3. ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

4. Where are you currently employed as a Graduate Assistant or Graduate Fellow?  
\_\_\_\_\_

5. How many hours are you employed as a GTF/GA per week: \_\_\_\_\_

6. Numbers of hours you are registered for, including practica/internships: \_\_\_\_\_

7. In addition to your GTF/GA, do you have other employment: \_\_\_\_ Yes \_\_\_\_ No  
If yes:                      On-Campus                      Off-Campus

Where: \_\_\_\_\_  
# of hours    \_\_\_\_\_

8. Expected duration of the employment for which you are seeking permission (include hours per week and beginning/ending dates of employment). Please remember you must not exceed 20 hours a week for all employment.  
\_\_\_\_\_

9. Explain briefly what the job is and number of hours required:  
\_\_\_\_\_

10. Any special needs that should be considered:  
\_\_\_\_\_

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**Approvals:**

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
GTF/GA Program Director/Supervisor                      Date

**Approvals:**

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Dean, College of Graduate and Professional Studies                      Date

Please return to the College of Graduate and Professional Studies, P.O. Box 6928, Radford V A 24142 or return to Lucas Hall.