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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.

Faculty should submit instructional disclosures to their AVP/Dean no later than August 1st for fall and December 1st for spring terms or as external teaching assignments present themselves throughout the year.

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 hours at external employer: _____			
Total Instructional Load at Yavapai College for the proposed semester: _____			
Additional duties or responsibilities at Yavapai College: _____			

SECTION III - COMMENTS			
SECTION IV – APPROVAL & SIGNATURES			
	Printed Name	Signature	Date
Faculty Member			
AVP/Dean			
Provost/VP Workforce Dev & Health Sciences			
Chief Human Resources Officer			

Submit completed forms via email to AskHR@yc.edu