

# Consulting Time Request Form

The University's provision for consulting time is intended to define the usual, maximum time that may be devoted to consulting time during each academic year, and should neither be construed as a minimum nor an entitlement. As such, the authorization of consulting time is at the sole discretion of the department chairperson/program director. Additional release time may be authorized for consulting activities to faculty members under exceptional circumstances upon written justification. Requests of this nature must be approved by the department chairperson/program director and require concurrence of the Dean.

Requests must be submitted two weeks prior to the consulting event. Consulting time must be noted on timesheets found in the MWU Faculty Handbook section on Outside Employment and Consulting ([mwunet.midwestern.edu/FacSenate/docs/Faculty](http://mwunet.midwestern.edu/FacSenate/docs/Faculty)).

Name:	Date Submitted:
Requested Consulting Dates: _____ to _____	
Describe the consulting activity:	
Provide details that support the university policy that this request for consulting time (1) does not conflict with any college policy; (2) brings prestige to the University/College or represents scholarly pursuits related to the academic and research interests of the faculty member and (3) does not interfere with assigned duties:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Department Chair/Program Director's Signature: _____	
Date: ____/____/____	
Dean's Signature: _____	
Date: ____/____/____	

A copy of this completed form must be submitted to the College Dean's office and attached to the timesheet.