

**College of Arts and Sciences**  
**Georgia State University**  
**Request for Approval to Engage in Outside Activity**

Please note that it is not necessary to file this form for single public service talks that do not interfere with the normal performance of one's instructional or service duties and are otherwise in accord with Georgia Board of Regents' policies. A copy of the most relevant policies governing outside activities is available online at [www.cas.gsu.edu/docs/univ/outside\\_activities.pdf](http://www.cas.gsu.edu/docs/univ/outside_activities.pdf).

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_

**Description of  
Outside  
Activity:**  
(Please indicate  
type, date, and  
place of activity)

**Classroom  
substitution:**  
(Indicate which  
classes would  
require substitute  
instruction and  
provide substitute  
instructor's name.)

**Faculty Member: Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVALS:**

**Department Chair or School/Institute Director:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Dean:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_