

**REQUEST FOR APPROVAL OF
NON-SEMINARY REMUNERATIVE EMPLOYMENT**

This request is to be submitted to the appropriate School Dean for any non-seminary remunerative employment exceeding a one-month period, including interim preaching longer than a 3-month period.

Employee Name _____

School _____ Date of Request _____

Proposed Activity _____

Location of Proposed Activity _____

Period Covered by Request _____ 20 ____ to _____ 20 ____

Total hours per week involved in planning and conducting proposed activities _____

Total hours per week involved in the proposed activity during Monday-Friday, 8-4:30 p.m. _____

Total hours per week for travel time _____

During the past 12 months I have had _____ remunerative activity/activities per week in addition to Seminary responsibilities for _____ weeks out of 52 weeks.

Signature

APPROVAL:

Date

Dean

Approved **Not Approved**

Date

Senior Vice President for Academic Administration

Date

President

OUTSIDE REMUNERATION POLICY

It is desirable for full time faculty and staff members to maintain close contact with expressions of practical Christian ministry in local churches or Christian agencies. Yet, a faculty or staff person's primary professional responsibility is to The Southern Baptist Theological Seminary. It is understood that both faculty members and staff hold full-time positions at SBTS, and the Seminary expects such commitment, primacy, and performance as is rightly expected of full-time professional employment. Time spent earning compensation apart from the Seminary should enhance one's service and not detract from it.

Any continuing outside employment beyond a one month period (interim preaching longer than a three-month period) is to be entered only with the written approval of the staff member's supervisor or the faculty member's dean and the Senior Vice President for Academic Administration.

Longer term engagements may be negotiated with the supervisor, but it is understood that the norm for such engagements will not extend beyond one year without the approval of the Senior Vice President for Academic Administration and the President.

All outside employment will be reviewed and evaluated annually by the supervisor granting approval. If it is determined that one's outside employment is detrimental to effective service in the seminary, the staff member or faculty member will be requested to curtail or cease participation in such activity.

Approved by Academic Council 4/14/94

Approved by Trustees 4/20/94