

**PM-11 FORM A (For FY 20\_\_ - 20\_\_)**

**Disclosure of Outside Employment**

Louisiana State University & Agricultural & Mechanical College  
Baton Rouge, Louisiana

**AND Louisiana State University Agricultural Center**  
Baton Rouge, Louisiana

Louisiana State University Presidential Memorandum Number 11 requires that all full-time employees of the LSU System comply with its provisions and disclose all outside employment as defined within it. Completion of Form A is required for each outside employment event. Blanket approvals will not be granted. If the approval of the Chancellor or President is required, Form B must also be attached. Employees are required to become familiar with PM-11 before completing this form.

<b>EMPLOYEE DISCLOSURE</b>	
Employee Name:	Name of employer or business:
Department:	Time commitment required:
Describe proposed activity below:	
1. My outside employment would be with an entity currently doing or actively seeking to do business with my unit at the University. <input type="checkbox"/> Yes <input type="checkbox"/> No	4. I am collaborating with or on special assignment to a unit within the University with which the company is doing or is seeking to do business. <input type="checkbox"/> Yes <input type="checkbox"/> No
2. My outside employment would involve teaching which results in university level credit, will be conducted on University time or will utilize University property or services. <input type="checkbox"/> Yes <input type="checkbox"/> No	5. My outside employment would yield results which advance a theory or practice in my field. <input type="checkbox"/> Yes <input type="checkbox"/> No
3. My outside employment would involve my providing professional, personal, consulting and social services to a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana. <input type="checkbox"/> Yes <input type="checkbox"/> No	6. My outside employment would result in my receiving compensation to assist in the passage or defeat of state legislation during the fiscal year in which the legislation was pending in the legislature. <input type="checkbox"/> Yes <input type="checkbox"/> No
I will explain to the proposed outside employer that: (1) I do not represent said outside employer as an employee of the University in any manner, (2) any views I express on behalf of an outside employer do not necessarily reflect the view of the University, and (3) in no way may the name of the University nor my official University capacity be used in support of any position I may take on behalf of said outside employer. Furthermore, I certify that University personnel, laboratories and equipment will not be used in connection with outside employment other than as provided in PM-11.	
My signature attests to my understanding of and compliance with PM-11.	
Name:	Title:
Signature:	Department:
Date:	

**NOTE: If #3 and/or #10 is YES, needs President's approval and Form B. If any answers #1-10 are YES, needs Chancellor's approval and Form B. If all answers #1-10 are NO, Vice Chancellor's approval is all that is needed and do not attach Form B.**

<b>ADMINISTRATIVE REVIEW</b>						
Circle the number corresponding to any employee responses with which you disagree.						
Department Chair/Head/Institute Director	[1]	[2]	[3]	[4]	[5]	[6]
Dean/Executive Director	[1]	[2]	[3]	[4]	[5]	[6]
Vice Chancellor (ORED/Ag Center)	[1]	[2]	[3]	[4]	[5]	[6]
Indicate your agreement or disagreement with the following statements.						
7. The proposed duties ordinarily would be performed as part of the public service portion of the employee's duties and responsibilities.	Department Chair/Head/Institute Director	[ ]	Yes	[ ]	No	
	Dean/Executive Director	[ ]	Yes	[ ]	No	
	Vice Chancellor (ORED/Ag Center)	[ ]	Yes	[ ]	No	
8. The proposed activity more appropriately would be accomplished by a contract through the University.	Department Chair/Head/Institute Director	[ ]	Yes	[ ]	No	
	Dean/Executive Director	[ ]	Yes	[ ]	No	
	Vice Chancellor (ORED/Ag Center)	[ ]	Yes	[ ]	No	
9. The legal entity for which the outside employment is proposed has substantial economic interest which may be materially affected by the way in which the employee performs his or her duties and responsibilities as a University employee.	Department Chair/Head/Institute Director	[ ]	Yes	[ ]	No	
	Dean/Executive Director	[ ]	Yes	[ ]	No	
	Vice Chancellor (ORED/Ag Center)	[ ]	Yes	[ ]	No	
10. The outside employment involves public policy.	Department Chair/Head/Institute Director	[ ]	Yes	[ ]	No	
	Dean/Executive Director	[ ]	Yes	[ ]	No	
	Vice Chancellor (ORED/Ag Center)	[ ]	Yes	[ ]	No	

<b>ADMINISTRATIVE APPROVALS</b>	
If the answer is YES to either question [3] or [10], the President's approval is required. If the answer is YES to any other question, the Chancellor's approval is required. If all responses are NO, then outside employment may be approved by the Vice Chancellor for Research and Economic Development (ORED)/Vice Chancellor & Director for Research (Ag Center).	
<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	Signature: _____ Department Chair/Head/Institute Director Date _____
<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	Signature: _____ Dean/Executive Director Date _____

<b>ACTION BY VICE CHANCELLOR FOR RESEARCH AND ECONOMIC DEVELOPMENT</b> Louisiana State University & Agricultural & Mechanical College	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Forwarded thru Chancellor for action by President <input type="checkbox"/> Returned to employee for compliance with PM-11 requirements requiring approval of Chancellor.	Signature: _____ Vice Chancellor for Research & Economic Development Date _____

<b>ACTION BY VICE CHANCELLOR &amp; DIRECTOR FOR RESEARCH OR EXTENSION</b> Louisiana State University & Agricultural & Mechanical College	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> Forwarded thru Chancellor for action by President <input type="checkbox"/> Returned to employee for compliance with PM-11 requirements requiring approval of Chancellor.	Signature: _____ Vice Chancellor & Director for Research or Extension Date _____

All reviewing administrators hereby certify that they have read and are familiar with the Louisiana Code of Governmental Ethics and that approval of this outside employment does not knowingly violate the Code of Ethics, PM-11 or any other rule or regulation of the University.

FOR USE BY VICE CHANCELLOR FILE NO. _____ FORM B approval necessary <input type="checkbox"/> YES <input type="checkbox"/> NO
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**PM-11 FORM B  
Disclosure of Outside Employment**

Louisiana State University & Agricultural & Mechanical College  
Baton Rouge, Louisiana

**AND Louisiana State University Agricultural Center**  
Baton Rouge, Louisiana

If outside employment requires approval by the Chancellor or the President, the employee must follow the certification and contractual provisions of PM-11 under the Approval Level section for outside employment. All required documents shall be attached to and made a part of this Disclosure Form before submission through administrative channels for review by the Chancellor. The following approvals must be obtained before engaging in the proposed outside employment.

<b>EMPLOYEE DISCLOSURE</b>	
Employee's Name: _____	
Proposed outside employer or business: _____	
Proposed compensation to be received: _____	Date: _____

<b>APPROVAL/CERTIFICATION BY CHANCELLOR</b>	
The outside employment activities are not within the course and scope of the employee's duties to the University for which the employee is being compensated by the University.	
The outside employment activities do not conflict, delay or in any manner interfere with instructional, scholarly and/or services which the employee is obligated to perform for the University.	
The consulting activities to be performed are within the academic or professional discipline of the employee or are related to the area of expertise in which the employee is employed by the University.	
Signature: _____	
Chancellor Louisiana State University & Agricultural & Mechanical College	Date _____
AND/OR	
Signature: _____	
Chancellor Louisiana State University Agricultural Center	Date _____

<b>OUTSIDE EMPLOYMENT INVOLVING PUBLIC POLICY OR A STATE AGENCY</b>	
<input type="checkbox"/> APPROVED	Signature: _____ Date _____
<input type="checkbox"/> NOT APPROVED	
	President _____