

## **Off-Campus Employment**

On an annual basis, each full time employee at Bethlehem University is required to disclose his/her off campus employment and receive approval for such by completing the appropriate Off Campus Employment Declaration and Notification for both faculty and staff. Any off-campus employment for full time employees is undertaken only with written notice to and approval by the Vice Chancellor or his delegate, and always with the understanding that employee will be able to fulfil his/her full time professional duties at the University. The work undertaken must not be so absorbing or tiring that the staff member is unable to give full energy and enthusiasm to his/her work at Bethlehem University – and it must avoid any possibility of a conflict of interest by which the off-campus employment may have a detrimental effect on the University's interest.