

## **Agreement for use of Professional Activity Leave for External Activities**

**Name:**

**Title:**

**Department:**

**Date:**

As defined by the [Conflicts of Interest and Commitment Policy](#) of Iowa State University and the [Procedures, Applications, and Guidance Document](#),

“With prior approval, faculty and professional and scientific (P&S) employees *may be permitted* (not as an entitlement) up to nine (9) days of paid Professional Activity Leave per academic term (i.e., fall, spring, summer) when the following conditions are met:

- Conducting the activity will advance the skills and abilities of the employee, with resultant benefit to the employing unit;
- The employee has made adequate arrangements to cover ongoing university responsibilities;
- The activity does not interfere or compete with ongoing activities and responsibilities of the university; and
- The activity will not otherwise be detrimental to the employing unit or university.”

**Description of the proposed external activity or activities:**

**Rationale for using Professional Activity Leave (please address items 1-4 above):**

**Estimated number of days of professional activity leave that will be needed:**

Please note that these estimates may be updated and additional requests made throughout the year, not to exceed a total of nine days per semester.

- Spring
- Summer (for months in which summer salary is paid by ISU)
- Fall

**Expert Witnesses**

ISU employees are prohibited from serving as expert witness against the interest of the state by the [Government Ethics and Lobbying Act](#) (e.g. providing expert witness services for criminal defense purposes in the state of Iowa).

**Conditions of Agreement:**

(Use this section to list any limitations on Professional Activity Leave not already listed above or any special conditions that must be met before Professional Activity Leave may be taken.)

**Approved:**

\_\_\_\_\_  
Signature Department Chair

\_\_\_\_\_  
Date

**Acknowledged:**

\_\_\_\_\_  
Signature Employee

\_\_\_\_\_  
Date