

Employee and Student Business Relationship Approval Form

Employees must obtain written approval from their Department Head/Dean/Director before employing or entering into a business relationship with a student in any non-University activity. Additional approval may be required for employees who wish to employ or enter into a business relationship with a student who they advise or supervise in their University role.

Business Relationship: A formal association between two or more parties based on mutual economic or organizational interests, including but not limited to equity ownership, voting rights, or membership in an LLC. This also includes interests in any company participating in the University's Technology Incubation Program (TIP).

This form is intended to assist employees with obtaining written approval and ensure compliance with the University's [Use of Students in Outside Employment Policy](#).

Section I: Completed by the Submitting Employee

1. Who is the student potentially entering into the business relationship?

2. Please provide a brief description why you are choosing to enter into a business relationship with this student.

3. Please describe the terms of the proposed business relationship agreement, to be outlined in the required written Employment Agreement and shared with the student. (An Employment Letter Template is available for download from the [policy](#).)

4. Do you currently advise or supervise this student as part of your role with the University?
If yes, additional approval by the next level Senior Manager is required under Section III of this form.
 No Yes

I understand it is my responsibility to:

- Comply with the [Use of Students in Outside Employment Policy](#) and all applicable University Policies and Procedures.

Copy to: Department Records, Senior Manager(s), Supervisor, Employee

- Provide a written Employment Agreement to the student describing the arrangement, including but not limited to: a specific scope of work or job description, the fair market value rate of compensation, and the expected hours of work.
- Ensure that the student's external engagement in the business relationship does not negatively impact the student's academic progress by interfering with the student's class time and participation in university course work or delay his/her completion of degree.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Section II: Completed by the Senior Manager (Department Head/Dean/Director) for Approval

If the employee submitting the form is in a Department Head/Dean/Director role, approval must be obtained by the next level Senior Manager.

I have reviewed this form and:

- Approve the proposed business relationship between this employee and student.
- Do not approve the proposed business relationship between this employee and student.

Reason:

Senior Manager (please print): _____

Senior Manager Signature: _____ Date: _____

Section III: Additional Approval by a Senior Manager (as necessary)

Employees who wish to employ or enter into a business relationship with a student who they advise or supervise in their University role must receive additional approval from the next level of management above their Department Head/Dean/Director to manage the inherent power difference present in such an arrangement.

I have reviewed this form and:

- Approve the proposed business relationship between this employee and student.
- Do not approve of the proposed business relationship between this employee and student.

Reason:

Next-Level Senior Manager (please print): _____

Next-Level Senior Manager Signature: _____ Date: _____

Please note: If there are changes that occur that may impact the proposed business relationship identified above, the employee should review and update this form and submit for additional review and approval.

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