

Request for Permission to Participate in Teaching Activities Outside of Columbia

Please note: If the proposed activity will be shorter than 3 days, and answers to all questions are NO, then there is no need to complete this form. If the activity will be more than 3 days, or you answered YES to any question, please complete this form and send it to facultyaffairs@gsb.columbia.edu and kg68@columbia.edu.

Faculty Member Name	
Proposed Activity <i>(e.g. Guest lecture / Lead workshop on Negotiations)</i>	
Institution/Organization Name <i>(e.g. Harvard Business School/ Citibank)</i>	
Location <i>(e.g. Boston, Massachusetts)</i>	

Number of days required <i>(e.g. 4 days)</i>	
Dates of proposed activity <i>(e.g. June 4-7, 2021)</i>	
Will the proposed activity require the faculty member to grade or evaluate students? <i>(e.g. Yes)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Institution/Organization provide education as a primary function? <i>(e.g. Citibank: No; Harvard Business School: Yes.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the proposed activity conflict with currently scheduled teaching, research, or other Columbia responsibilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the proposed activity use materials developed at Columbia?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the faculty member be on sabbatical during the period that they would be engaged in the proposed activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the proposed activity include teaching or creating a course or part of a course for another institution?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could the proposed activity compete with a program offered by Columbia?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you answered Yes to any of the questions above please explain the benefit of this proposed activity to you and your ongoing scholarship.	
--	--