

THE UNIVERSITY OF TEXAS

REQUEST FOR PRIOR APPROVAL OF OUTSIDE EMPLOYMENT/
CONSULTATION/APPOINTMENT/POSITIONS,
INCLUDING SELF EMPLOYMENT

Name: _____

Title: _____

Department: _____

Social Security Number: _____

Approval is requested for permission to engage in the following outside employment activity.

Employing Firm, Person, or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Briefly describe work to be performed: _____

Amount of time to be spent in outside employment per week: _____

Proposed employment will begin _____ and continue through _____

If employment is with state or federal government, please complete:

Compensation to be received is _____

University equipment may not be used for consulting purposes by any member of the faculty or staff without express approval as outlined below. In unusual cases where a very unique piece of equipment is not otherwise available, such usage may be authorized, assuming availability of the equipment and adequate compensation to the University. In such cases, the faculty or staff member making the request must describe the University equipment to be used and justify its request. In no case, is the rate of compensation to be negotiated by the faculty or staff member. Such negotiations will be between the Business Office of the University and the entity contracting with the faculty or staff member to consult. Negotiations for use of equipment and rate of compensation will not occur until final approval has been given to the Request for Prior Approval of Outside Employment / Consultation / Appointment / Positions, Including Self Employment.

I acknowledge that I have read and will abide by the applicable Regents' *Rules and Regulations* (Part One, Chapter III, Section 13) outlined on the reverse side of this form.

Signed: _____ Date: _____

APPROVAL RECOMMENDED BY:

Department/Division Administrator Date Dean/Other Administrative Official Date

Provost/Vice President for Academic Affairs Date President Date