

## OUTSIDE EMPLOYMENT REQUEST

First Name	MI	Last Name	Title	Department
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Permission is requested to accept outside employment and/or consultation. The proposed employment will not interfere with my assigned duties. It is in a field in which I have unusual or unique competence. To my knowledge, the proposed employer operates a legitimate enterprise in which my services would be appropriate. In such outside employment, I shall act as an individual and not as a representative of Texas A&M University.

1. Employing firm, agency or individual \_\_\_\_\_

2. Nature of work \_\_\_\_\_

3. Justification \_\_\_\_\_

4. Total work days requested for this outside employment request \_\_\_\_\_  
Total work days requested/approved this year to date (including this request) \_\_\_\_\_

It is understood that consulting/outside employment may not be undertaken on that portion of time covered by federal grants or contracts. Requests will not be approved for a period of longer than one year and all authorizations will terminate August 31 st.

I agree to furnish reports and additional details of employment as required and feel that my value as a staff member and my own professional status will be enhanced and improved by the proposed outside professional activity. I further certify that there will be no conflict of interest between this outside employment and my responsibilities as an employee of Texas A&M University.

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

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Dean, Vice President, or  
Vice President's designee

\_\_\_\_\_  
Date

Approval Recommended:

Denied:

\_\_\_\_\_  
Head of the Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Vice President, or  
Vice President's designee

\_\_\_\_\_  
Date

*In the College of Science, approval is granted by the department head and a copy of the request is then sent to the Dean's office.*