

Outside Employment Request

Sam Houston State University full-time employees must obtain approval prior to accepting outside employment opportunities as indicated in the Conflicts of Interest policy (HR-01). Approval of outside employment is for the fiscal/academic year in which requested and must be renewed for following years.

Name

Organizational Unit

Dates of Outside Employment

Avg Hours Per Month

 – August 31,

When is this work typically done? e.g., Saturdays, evenings, etc.

Nature of Outside Employment

Is the outside employment with another Texas State Agency or University?

Yes

No

If yes, provide Name of Agency/University

Upon approval, you must complete the Multiple State Employment Form when employed by another Texas State Agency or University.

ACKNOWLEDGEMENT

The proposed outside employment is in complete accord with the current policy on outside employment as stated in Chapter V, Paragraphs 4.83 and 5.4 of the revised Rules and Regulations, Board of Regents, The Texas State University System.

Sign

Date

APPROVAL

	Approve		Sign	Date
Chair or Director	Yes	No		
Dean or Associate Vice President	Yes	No		
Provost or Vice President	Yes	No		

