

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
<input type="text"/>	<input type="text"/>

Dates of Outside Employment	Avg Hours Per Month
<input type="text"/> – August 31, <input type="text"/>	<input type="text"/>

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
<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>

APPROVAL

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