

Annual Request for Outside Employment or Service or Dual Employment

Name:	Empl ID:
Department:	Job Title:

Faculty and staff members must request approval for all outside employment or service or dual employment, including board membership, service on public governing bodies, and service on non-elective government Boards, Commissions, etc. Faculty and staff members must also disclose all existing outside or dual employment that has previously been approved. **Indicate the type of request:**

- Dual employment** means that an employee is engaging in employment within another State agency or institution. An employee must inform both employing state agencies or institutions of higher education of the dual employment relationship before accepting an additional employment with another agency or institution. Dual employment requires approval by the department head, or Chair and Dean, through normal administrative channels.
- Outside employment** means that an employee is engaging in any activity such as, but not limited to, consulting, advising, testing or assaying, performing analyses or examinations, the practice of one's profession, or similar work performed for any entity other than a Texas State Agency. Most outside employment includes compensation, but some volunteer activities may be included. Outside employment requires approval by the department head, or Chair and Dean, through normal administrative channels.
- Outside Service** means that an employee is engaging in service-related work, usually without compensation, in elective or non-elective offices or positions of honor, trust or profit with any governmental entity. This includes non-elective offices with Boards, Commissions, and other state and federal entities, or members of the governing bodies of school districts, cities, towns, or other governmental districts. Outside service requires approval by the head of agency through normal administrative channels (all levels of supervisory approval).

Proposed Outside Employment or Service or Dual Employment

Employer:	
Dates of employment:	
Total Hours Effort and Average Hours Per Week	
Duties or activities:	

- [Texas State Agency](#)

 Not a Texas State Agency

Activity Category:

Teaching
 Consultation
 Professional Practice
 Business
 Other (Define: _____)

Is release time from UNT, UNTD, UNTHSC, or UNT System Administration faculty or staff position requested? Yes No

Is compensation received for the outside employment or service or dual Texas state employment? Yes No

Does the outside employment involve equity ownership? Yes No

Faculty: Does the outside or dual employment yield results that advance theory or practice in your discipline? Explain. _____

Does the outside or dual employment have a substantial economic interest which may be materially affected by the way in which the employee performs his or her university duties and responsibilities? No Yes – Explain:

I understand that the use of any university equipment or facilities in connection with outside employment or activities is generally prohibited. Do you anticipate the use of any university equipment or facilities? Yes No

If yes, what use is requested: _____

All requests for exemptions to the restriction on use of university equipment or facilities must be clearly justified and submitted as a separate request, which requires prior approval by the President through normal administrative channels (all levels of supervisory approval).

I hereby certify that the requested outside employment or service or dual Texas State employment does not constitute a conflict of interest and will not interfere with my regular employment at UNT, UNTD, UNTHSC, or UNT System Administration. I have read the [UNT](#), [UNTD](#), [UNTHSC](#) or [UNT System Administration](#) policy on Outside Employment or Service and Dual Employment and understand I must fully comply with the provisions of that policy. **I understand that outside or dual employment may not be undertaken on that portion of time covered by federal grants or contracts. I agree to furnish additional details of my outside employment or service or dual Texas state employment as requested by the university.**

Employee signature

Date

All reported outside employment activity must be reviewed by the department head, or Chair and Dean, to determine conformance of the proposed activity with the guidelines stated in UNT, UNTD, UNTHSC or UNT System Administration policy. Approval of outside employment or service or dual Texas state employment is valid for one year from the date of approval.

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Disapproved	Signature of Supervisor	Date

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Disapproved	Signature of Department Head/Chair	Date

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Disapproved	Signature of Dean (if applicable)	Date

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Disapproved	Signature of Vice President (if applicable)	Date

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Approved	Disapproved	Signature of President (if applicable)	Date

Reason for Disapproval: _____

Forward signed original request to the Human Resources Department.