

OUTSIDE EMPLOYMENT or SERVICE and DUAL EMPLOYMENT

Name:	Empl ID:
Department:	Job Title:

Faculty and staff members must disclose all existing outside employment and request approval prior to starting outside employment by providing the following information.

I hereby certify that I am not engaged in outside employment or service and dual Texas State employment. I have read the UNTD policy on Outside Employment or Service and Dual Employment and understand I must fully comply with the provisions of that policy.

I hereby certify that the requested outside employment or service and dual Texas State employment does not constitute a conflict of interest and will not interfere with my regular employment at the University of North Texas at Dallas. I have read the UNTD policy on Outside Employment or Service and Dual Employment and understand I must fully comply with the provisions of that policy.

Proposed Outside Employment or Service and Dual Employment

Employer:	
Dates of employment:	
Duties or activities:	

Texas State Agency

Not a Texas State Agency

Employee's signature

Date

All reported outside employment activity must be reviewed by the department head, chair, or dean to determine conformance of the proposed activity with the guidelines stated in UNTD policy. Forward signed original request to the Human Resources Department.

Approved

Signature of Department Head/Chair

Date

Disapproved

Signature of Dean (if applicable)

Date

Reason for Disapproval: _____