



LAMAR UNIVERSITY  
ANNUAL REQUEST

FOR APPROVAL of OUTSIDE EMPLOYMENT

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Outside Employment: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
(No later than end of fiscal year)

Nature of Outside Employment (if Outside Employment involves another State agency, name the agency):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

During this period, how many hours in the average month will you be involved in this outside employment?  
\_\_\_\_\_

When and where will this work typically be done? \_\_\_\_\_  
\_\_\_\_\_

(If necessary, attach additional sheets describing other outside employment.)

Will University resources be used?  Yes  No (If Yes, please explain.) \_\_\_\_\_  
\_\_\_\_\_

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in Chapter V of the *Rules and Regulations* of The Texas State University System.

\_\_\_\_\_  
Signature of Faculty Member Making Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

Approval Recommended

Chair

Date

Disapproval Recommended

Comments:

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

Approval Recommended

Dean

Date

Disapproval Recommended

Comments:

\_\_\_\_\_  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date

Approval Recommended

Provost and Vice President for Academic Affairs

Date

Disapproval Recommended

Comments:

Signed copies to: Human Resources, Chair, Dean, Faculty Member, Faculty File