

**REQUEST FOR OUTSIDE EMPLOYMENT/CONSULTING  
FOR FACULTY AND ADMINISTRATIVE/PROFESSIONAL STAFF**

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

Nature of Employment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Outside Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Expected Commitment of Time by Week: \_\_\_\_\_

Beginning Date of Employment: \_\_\_\_\_

I have read The University of Memphis policy on Extra Compensation and Outside Employment and hereby certify that my proposed employment/consulting will not conflict with the following policy stipulations:

- A. This employment does not interfere with assigned duties and responsibilities.
- B. This employment does not constitute a conflict of interest that would violate the Extra Compensation and Outside Employment policy or compete with the education, research, or public service programs of the University.
- C. If involving employment with other agencies, departments or institutions of State Government, including State Institutions of higher education, it is understood that such employment is subject to the prior approval of my Vice President and/or other appropriate University officials and the appropriate representative of the other agency or institution as required by the policy on Extra Compensation and Outside Services, specifically Dual Service Agreements.
- D. This employment will not be undertaken with the claim that I am an official representative of the University in connection with the employment/consultation.
- E. If involving the use of University equipment, facilities, or services, I will secure appropriate University approval and compensate the University at the rates established by the University.

\_\_\_\_\_  
Signature of Faculty Member, Professional Staff, or Administrator      Date: \_\_\_\_\_

I certify by my approval that to the best of my knowledge this request for employment will not conflict with the policy stipulations listed above.

\_\_\_\_\_  
Signature of Supervisor      Date: \_\_\_\_\_

I certify by my approval that to the best of my knowledge this request for employment will not conflict with University and Tennessee Board of Regents policies.

\_\_\_\_\_  
Signature of Dean or Director      Date: \_\_\_\_\_