# SAM HOUSTON STATE UNIVERSITY

## REQUEST FOR APPROVAL FOR OUTSIDE EMPLOYMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Organizational Unit</th>
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Dates of Outside Employment: Beginning ___________ Ending August 31, _____

### Nature of Outside Employment

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How many hours in the average month will you be involved in outside employment? _____

When is this work typically done, e.g., Saturdays, evenings, etc.?

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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, and Sam Houston State University Academic Policy Statement 860811.

Signature of Employee Making Request: ____________________

Date: ____________

Director: ________________

Date: ____________

- [ ] Approval Recommended
- [ ] Disapproval Recommended

Vice President for Student Services: ________________

Date: ____________

- [ ] Approved
- [ ] Disapproved

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Email to Student Services

Or Fax to 936.294.3818

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