

# SAM HOUSTON STATE UNIVERSITY

## REQUEST FOR APPROVAL FOR OUTSIDE EMPLOYMENT

Name \_\_\_\_\_ Organizational Unit \_\_\_\_\_  
Dates of Outside Employment: Beginning \_\_\_\_\_ Ending August 31, \_\_\_\_\_  
Nature of Outside Employment \_\_\_\_\_

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.?

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

[Submit to Student Services](#)  
Or Fax to 936.294.3818