

Outside Employment and Consulting Application

# Employee Name:

*First Middle Last*

# Title: UIN:

# Department:

I request permission to accept outside employment and/or consulting work. The proposed employment will not interfere with my assigned duties. In such outside employment, I will act as an individual and not as a representative of Texas A&M Forest Service.

1. Name and address of employing firm, agency, or individual:

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1. Nature of work (include where the work will be performed):

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# 3. Release time requested? Yes No If yes, the following is my basis for requesting release time (provide remuneration, value to the agency, professional enhancement):

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NOTE: Outside employment requests will not be granted for a period longer than one year. All authorizations regardless of length, will terminate on August 31 of the current fiscal year. All employees must reapply for authorization each fiscal year, defined as September 1 – August 31.

4. Period of request:  through 

*Date Date (no later than August 31st of current year)*

5. Total release time for the period (if none requested, state N/A): 

6. Total release time (including previous approvals): 

7. Equity ownership involved?  Yes  No

If so, the amount and type of equity interest owned: 

I understand that outside employment/consulting may not be undertaken on that portion of time covered by federal grants or contracts. I further understand that this request applies only to that portion of my time for which Texas A&M Forest Service employs me. I agree to furnish reports and additional details of outside employment as required.

I fully agree and understand that official release time is contingent upon this activity’s being of value to Texas A&M Forest Service and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation or accumulated compensatory time for such absences.

I certify that there will be no conflict of interest between this outside employment and my responsibilities as an employee of Texas A&M Forest Service. I also certify that this outside employment/consulting work will be conducted at no expense to Texas A&M Forest Service.

I certify that I have read A&M System Policies 07.01 *Ethics* and 31.05 *External Employment and Expert Witness*, and System Regulation 31.05.02 *External Employment*, and agree to conduct my outside employment/consulting in accordance with the provisions contained therein, including the requirement that I will not engage in outside employment prior to receiving the requisite approvals.

Employee Signature Date

APPROVAL SIGNATURES Release time basis:  Yes  No

Department Head Date

Associate Director Date

Director Date