

Addendum A

Request for Consulting and Outside Services - Staff

Employee Information
Employee Name:
Employee ID #:
Title:
Department:
Description of Consulting and Outside Employment
Third-Party Consulting:
Employing firm or individual:
Address:
Telephone Number:
Multiple Employment:
Component University:
Dual Employment:
State Agency:
Address:
Telephone Number:
Nature of the proposed work:
Duration: Proposed start and end dates
Estimated hours for the proposed activity (per day, per week, total)
Will any hours coincide with normal working hours? If so, how many?

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Justification: How does this activity benefit Texas Southern University?
Describe the extent University facilities, space, equipment or support staff will be used. What proposed financial arrangements have been made with the University for such use?
Is an equity ownership involved? If so, describe the type interest owned or to be owned and any conditions to that ownership interest.

I have read MAPP 02.02.08, Consulting and Outside Employment, and agree to conduct my consulting/outside employment in accordance with the provisions contained therein.

Employee Signature Date

Approved:

Dean/Director Date

* President Date

* Required if request for dual employment