

**Request for Approval to Render Services
for Another Educational Institution**

1. _____ 2. _____
Name Department

3. _____ 4. _____
Rank/Title Date(s) of Service

5. Describe the nature of these services; if they consist of teaching, give the name of the course(s), the course number(s), and a course description:

6. Check applicable condition for compensation:

_____ a. Employee is to be paid directly by other institution.

_____ b. Contract is between the University and the institution, and employee is paid through the University.

Approval of this request by the appropriate dean will signify that the services described above will not diminish the time available for the employee to perform his or her duties at the University of North Alabama and that no conflict of interest is involved.

Requested by _____
Faculty Member Date

Approved by _____
Department Chair Date

Approved by _____
Dean Date

Request is _____ approved.

_____ denied.

By _____
Provost and Executive Vice President for Academic Affairs Date