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

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