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
_____________________________________
Vice President for Academic Affairs and Provost       Date