

POLICY MEMORANDUM UTDPP1045

**AUTHORIZATION FOR DUAL OR OUTSIDE EMPLOYMENT  
FOR FULL-TIME UTD EMPLOYEES**

(Complete after reviewing Policy Memorandum UTDPP1045, Policy on Dual or Outside Employment)

Name: \_\_\_\_\_

Academic or Organizational Unit: \_\_\_\_\_

The above named employee of UTD proposes to enter into a dual or outside employment arrangement with,  
Name of company, individual or organization: \_\_\_\_\_

Address: \_\_\_\_\_

Effective start date of employment arrangement: \_\_\_\_\_

Expected number of days (or hours) of outside work or activity under this arrangement between the  
effective date thereof and the end of the fiscal year (August 31): \_\_\_\_\_

Expiration date of proposed arrangement (may be indefinite): \_\_\_\_\_

Specify nature of the outside employment (check one): Dual  Consulting  Other

Basis of compensation: Hourly  Daily  Fixed Fee  Profit Sharing  Other

**Summary of proposed activities in sufficient detail to permit judgment of possible conflict of interest.**  
(Attach separate page if needed.):

I have read and understand the regental and University rules relevant to my request, and to the best of my knowledge, this outside employment will not involve any conflict of interest as prohibited by Part One, Chapter III, Section 13, of the Regents' Rules and UTD Policy Memorandum UTDPP1045, Dual or Outside Employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Department Head or Head of Organizational Unit Date

\_\_\_\_\_  
School Dean/Director Date

\_\_\_\_\_  
Provost/Vice President Date