

University of Houston-Downtown
DUAL EMPLOYMENT COMPLIANCE RECORDS AND FUNDING REQUEST

Date _____

Approval of the dual employment of _____
under the described terms and conditions is requested.

	Name	Rank
	College	Department

Position(s) titles, summary description of duties, compensation facts, proposed number of hours per week, supervisor(s) identification, duration of appointment(s), and material employment facts related to both positions.

1. Present University of Houston-Downtown Position:

2. Proposed second position: (Brief Description) Employer: _____

Applicant's Certification:

I hereby certify that the above statements fully disclose all material facts concerning my proposed dual employment; that such dual employment is of benefit to and in the best interest of the State of Texas, and not detrimental to the interests of the University of Houston-Downtown nor the State of Texas; and that there is no conflict of interest in the holding of either position.

Applicant's signature: _____
(handwritten)

Instructions: Forward original plus 1 copy through organizational channels to the Office of the Vice President for Academic Affairs. One copy will be returned to applicant noting Board of Regents or other action.

APPROVALS:

Department Chair	Date	Dean	Date
Vice President for Academic Affairs	Date	President	Date
Chancellor	Date		

APPROVED: _____

Board of Regents: Date _____

Copies to: Faculty Member, College, Human Resources