

# Internal Employment Request Form

This policy describes the process for the employment of faculty and professional staff beyond their basic appointment by UH-Downtown departments or units other than their own.

## Policy/Procedures:

Faculty wishing to to teach in departments other than their own must receive permission from the Department Chair and Dean of the college in which they have their primary assignment, the Department Chair, the Dean of the college in which they wish to teach, and the Senior Vice President for Academic Affairs.

Adjunct faculty wishing to teach for a department other than the one in which they were originally hired must receive permission from the Department Chair, the Dean of the college in which they have their primary assignment, the Department Chair and Dean of the college in which they wish to teach and the Senior Vice President for Academic Affairs.

Professional staff wishing to teach must receive permission from their immediate supervisor, the Department Chair, the Dean of the college in which they wish to teach, and the Senior Vice President for Academic Affairs. All work shall be done on the employee's own time. If the employee must be absent from regular duties to carry out the assignment, the employee shall request vacation time for the appropriate time and day(s) he/she must be absent from those regular duties while carrying out this assignment.

**Note: Per PS 02.A.05. Exempt staff may teach a maximum of two classes outside normal working hours.**

The Internal Employment Form must be completed and returned to the Senior Vice President for Academic Affairs in the semester preceding the one in which the faculty or professional staff member wishes to work for another department or unit.

## Please provide the following information:

Faculty  Professional Staff  Semester \_\_\_\_\_ Year \_\_\_\_\_

Name: \_\_\_\_\_ Rank/Title \_\_\_\_\_

Department: \_\_\_\_\_

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Course Name/CRN \_\_\_\_\_

## Current Department or Unit Approval:

\_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

## Additional Appointment Department or Unit Approvals:

\_\_\_\_\_  
Department Chair \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

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Course Name/CRN \_\_\_\_\_

## Current Department or Unit Approval:

\_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

## Additional Appointment Department or Unit Approvals:

\_\_\_\_\_  
Department Chair \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

## Employee Certification:

I certify that this payment, cumulative with all other additional compensation payments, will not exceed 20% of my 12 month salary in the current fiscal year as outlined in the Additional Compensation Policy.

\_\_\_\_\_  
Employee \_\_\_\_\_ Date \_\_\_\_\_

## Academic Affairs Approval

\_\_\_\_\_  
Senior Vice President for Academic Affairs or Designee \_\_\_\_\_ Date \_\_\_\_\_