LAMAR INSTITUTE OF TECHNOLOGY
Request for Approval of Outside Employment/ Dual State Employment

Member The Texas State University System

Name_________________________________ Department __________________________

Date of Outside Employment:  Beginning ________________  Ending ________________
(No later than end of fiscal year)

Nature of Outside Employment (if Outside Employment involves another State agency, name the agency):

During this period, how many hours in the average month will you be involved in this outside employment?

When and where will this work typically be done?

(IF NECESSARY, ATTACH ADDITIONAL SHEETS DESCRIBING OTHER OUTSIDE EMPLOYMENT.)

Will LIT resources be used?    Yes ☐    No ☐ (If Yes, please explain.)___________________________

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in Chapter V of Rules and Regulations for The Texas State University System.

_________________________________________  __________________________
Signature of Employee Making Request  Date

Approval Recommended  Disapproval Recommended
Supervisor ___________________________  Date

Approval Recommended  Disapproval Recommended
Department Chair ___________________________  Date

Approval Recommended  Disapproval Recommended
Dean of Student and Academic Success ___________________________  Date

Revised 1/2018  J:\\Forms\Faculty\Approval of Outside Employment  AA-23