

**The University of Texas
at Austin**

Name: _____
Title: _____
Department: _____
Date: _____

**ANNUAL REQUEST FOR OUTSIDE EMPLOYMENT
ACADEMIC YEAR 20 ____ - 20 ____**

I request permission to accept the following outside employment while on the payroll of The University of Texas at Austin. This request is made in accordance with the *Rules and Regulations* of the Board of Regents of the University of Texas System, Series: 30103. For the purposes of this request, I understand outside employment to include:

- a) employment or consulting in an outside work or activity**; or
- b) receipt from an outside source of a regular retainer fee or salary; or
- c) regular or periodic involvement with a business, company or other outside activity in which I have a principal interest if my involvement relates to my University professional/ scholarly discipline or duties, or with a Foundation or other non-profit organization in which I am an officer, board member, or other responsible official.

1. Employing agency [specifically identify with an asterisk (*) all entities meeting definition c) above]:

2. Nature of duties to be performed:

3. Period of outside employment (cannot extend beyond August 31 as annual approval is required):

4. Average number of hours per week, per month or other fixed time period required for each activity shown in 1. above:

5. Total average number of hours per week, per month or other fixed time period of approved outside employment for this academic year, including that requested on this form:

6. a. UT Austin active research grants or contracts, or non-sponsored research projects, related to this outside employment or consulting

b. Existing UT Austin intellectual property, on which you are an inventor or of which you are aware, directly or indirectly related to this outside employment or consulting

c. Collaborations with persons at other institutions that overlap with this outside employment or consulting

d. Likelihood that intellectual property will result from this outside employment or consulting

I certify that the outside employment being requested does not create a conflict of interest with my University responsibilities and is consistent with all applicable University rules and regulations.

Signature

APPROVALS:

Department Chair

Director

Dean

For the President

Vice President for Research (if applicable)

****If your outside employment or consulting is within your expertise in a field or area of research or development, number 6 must be completed and your request must be reviewed and approved by the Vice President for Research.**

Intellectual property rights and obligations for all University employees are addressed in Series: 90102, *Rules and Regulations* of the UT System Board of Regents. In accordance with and to implement Paragraph 2, Section 2, of this Series, a UT Austin employee relying on his or her expertise in a field or area of research or development may enter into a *bona fide* outside employment or consulting agreement with a third party and in doing so may contract to own or transfer to the third party ownership of intellectual property developed under such outside employment or consulting agreement between the employee and the third party. There are conditions, however, that must be met. Such outside employment or consulting work will not utilize (a) the funding or resources (other than incidental use) of UT Austin, or (b) intellectual property of UT Austin or UT System (unless authorized to do so under a *bona fide* license to such third party), or (c) any of UT Austin's staff, students, postdoctoral fellows or predoctoral fellows. The outside employment or consulting must be properly approved under, and conducted in compliance with, UT Austin outside employment rules. Certain outside employment or consulting arrangements will require approval by the Vice President for Research in addition to the regular approvals of your department chair (or director), dean, and the provost (as the president's delegate). Outside employment or consulting agreements, approved and conducted under the conditions outlined above, shall not be considered to be within the employee's course and scope of employment for UT Austin and intellectual property that results will not be subject to UT Austin ownership.

Please Note: If you are engaged in the development of jointly-owned intellectual property created from collaborations with any other institution, the outside employment and consulting will be subject to joint agreement among the relevant institutions for such jointly-owned intellectual property.