Request to Engage in Outside Activities/Consulting By University of Georgia College of Education Personnel

The regents' policy on consulting services by faculty to individuals, firms, or agencies outside the University is interpreted as being positive and beneficial to the University and the College. The policy of the College of Education requires prior approval for each consulting commitment by submitting a request for approval to the appropriate department head, school or division chairperson, director(s), program leader, and dean.

Permission to consult covers only the specifically described activity and time period covered in each request. Request renewals must be approved annually on or before June 30. The initiation of the approval procedure is the responsibility of the individual seeking permission to consult.

Activity proposed: (include name of agency, firm, or program and where the activity will be undertaken):

Explain how the activity will provide experience and knowledge useful for you in teaching, research, extension, or administration:

How will you insure that this activity will not interfere with your University commitments?

Will University time other than weekends and annual leave be used? Yes ____ No ____ . If yes, how much time (hours per month)? _____

Dates of service: From _____ To _____

Will University resources, including personnel, facilities, supplies, or equipment be used? Yes ____ No ____. If Yes, describe arrangements as to how UGA is to be reimbursed for University resources used.

Applicant	Department	Date

APPROVAL:

Department Head	Date

Dean	Date

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