THE UNIVERSITY OF TENNESSEE INSTITUTE OF AGRICULTURE
REQUEST FOR AUTHORIZATION FOR COMPENSATED OUTSIDE PROFESSIONAL SERVICES

Requested by: __________________________ Date of Request: __________________________

Name: __________________________ Department: __________________________

Personnel #: __________________________ Rank: __________________________

If joint appointment: distribution (%) Type Appt. 12 month 9 month

Details of the requested compensated outside professional services are:
1. Name and address of individual, firm or business:

2. Brief description of duties/experience in this endeavor:

3. Outline benefits of this activity to UTIA:

4. Amount of time (days/calendar year) to be devoted to this activity (list date(s) if known):
   Annual leave __________________________
   Weekends __________________________
   Compensated work time________________________

5. Aggregate number of days (including annual leave) already used for compensated outside services this year to date: __________

6. Does this activity utilize any University facilities, equipment, supplies, or support personnel (written approval will be required)?
   Yes No
   If yes, describe:

7. Does this proposed activity include the signing of an agreement concerning intellectual property?
   (If yes, attach a copy of the agreement)

   Yes No

APPROVAL REQUESTED: __________________________
   Applicant __________________________ Date __________________________

APPROVAL RECOMMENDED: __________________________
   Department Head __________________________ Date __________________________

APPROVAL RECOMMENDED: __________________________
   Dean(s) __________________________ Date __________________________

APPROVED: __________________________
   Chancellor (UTIA) __________________________ Date __________________________

A new form is required for each "compensated outside service" request. Approval of this application expires automatically at the end of the calendar year December 31. If the activity will continue beyond December 31, a new application must be filed.

(Revised 05/16)

GENERAL GUIDELINES: COMPENSATED OUTSIDE PROFESSIONAL SERVICES