

# Procedure for Requesting Permission for Specific Service Requirements

For the types of service as described in section 5 above. The procedure for requesting permission is:

1. The individual's application: The individual must submit a formal written request to his or her department chair with the following information:
  1. The organization with which the individual will be engaged.
  2. A copy of the contract or agreement governing the engagement.
  3. A description of the activity in which the individual will be engaged, including starting and ending dates.
  4. Scheduled and unscheduled time and tasks.
  5. A description of the anticipated impact on the duties of the employee.
  6. Potential benefits to the professional development of the individual
  7. Potential benefits to the University.
2. Administrative Review: The appropriate senior associate dean will send the request with their recommendation to the University's Legal Counsel and Chief Compliance Officer, as appropriate, and their subsequent recommendation will be provided to the Dean.
3. The appropriate senior associate dean of the SOM issues a decision of approval/disapproval, and their decision shall be final.