

AUBURN UNIVERSITY
Administrative & Professional Employees

APPLICATION for APPROVAL
to
ENGAGE in EXTERNAL CONSULTING

1. Name	2. Employee ID No.	3. Title
4. Department/Unit	5. E-Mail	
6. Describe nature of work to be performed, location, and for whom.		
7. List dates and number of hours of proposed activity. Indicate travel time separately if involved.		
8. Explain arrangements you have made to ensure that the proposed activity does not interfere with your University responsibilities, such as ensuring that job flow continues.		
VERIFICATION: I will abide by the guidelines set forth in the <i>Consulting Policy for the Administrative & Professional Employees of Auburn University</i> . <div style="display: flex; justify-content: space-between;"><div style="width: 45%; border-top: 1px solid black; margin-top: 10px;">Signature of Applicant</div><div style="width: 45%; border-top: 1px solid black; margin-top: 10px;">Date</div></div>		
APPROVALS: <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%; border-top: 1px solid black;">Department Head or Immediate Supervisor</div><div style="width: 45%; border-top: 1px solid black;">Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%; border-top: 1px solid black;">Dean/Director</div><div style="width: 45%; border-top: 1px solid black;">Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%; border-top: 1px solid black;">Vice President (when required)</div><div style="width: 45%; border-top: 1px solid black;">Date</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%; border-top: 1px solid black;">Human Resources</div><div style="width: 45%; border-top: 1px solid black;">Date</div></div>		
DISTRIBUTION: <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 33%; border-top: 1px solid black;">____ Supervisor/Department Head</div><div style="width: 33%; border-top: 1px solid black;">____ Vice President</div><div style="width: 33%; border-top: 1px solid black;">____ Planning & Analysis</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 33%; border-top: 1px solid black;">____ Dean/Director</div><div style="width: 33%; border-top: 1px solid black;">____ Human Resources</div><div style="width: 33%;"></div></div>		