Sample Outside Consulting Memo:

TO: Department Chair name, Chair

Richard Schoephoerster, Dean

FROM: Name

Department

DATE:

SUBJECT: Outside Consulting: (Company/Location)

Under Article 22, of the AAUP contract, I am requesting approval for consulting for the period of \_\_\_\_\_\_\_\_\_\_\_\_ to provide \_\_\_\_(explanation of services)\_ to (Company). *Please identify whether this will interfere with your university obligations.*

Thank you for your consideration.

Sincerely,

(Attach the Consulting/Extramural Activities Report Form)