

Date _____

REQUEST FOR PROPOSED PRIVATE CONSULTING
MACKAY SCHOOL OF MINES
UNIVERSITY OF NEVADA RENO

- Dean's office copy
- Dept. copy
- Faculty copy

Name	Position	
Name and address of proposed client:		
Start date	Estimated Completion Date	
Maximum number of hrs/week	Total number of days work:	
Describe the job to be performed.		
Will this outside employment affect performance of university duties? If yes, attach a memorandum Signed by your department chair describing the arrangements made. <input type="checkbox"/> YES <input type="checkbox"/> NO	Will this outside employment require the use of University facilities, equipment or personnel? If so, attach a memorandum signed by your department chair and dean describing the reimbursements planned. <input type="checkbox"/> YES <input type="checkbox"/> NO	Does your client understand clearly that you are acting as your own agent and that the University is no way involved or responsible? <input type="checkbox"/> YES <input type="checkbox"/> NO

Please be aware these must be submitted for academic as well as summer months.
 One (1) in five (5) day ruling only applies to the academic year.
 These regulations apply to state-funded "A" and "B" academic faculty only.

Requested:		Date:
Approved:	Chairman/Director	Date:
	Dean, Mackay School of Mines	Date: