

**THE UNIVERSITY OF GEORGIA
COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES
Request for Release Time for Professional Consultation (Non-University Related)***

The Regents' policy on consulting services by faculty to an individual, firms, or agencies outside the University is interpreted as being positive and beneficial to the University and the College. The policy of the College of Agricultural and Environmental Sciences requires prior approval for each consulting commitment by submitting a request for approval.

Permission to consult covers only the specifically described activity and time period covered in each request. Request renewals must be approved annually on or before June 30. The initiation of the approval procedure is the responsibility of the individual seeking permission to consult.

*Activity proposed (include name of agency, firm, or program and where the activity will be undertaken):

*Relationship of the activity to the University's programs (explain how the activity will provide experience and knowledge useful for you in teaching, research, extension, or administration):

*Will the activity interfere with your University commitments? Yes _____ No _____

*Will University time other than weekends and annual leave be used? Yes _____ No _____

If yes, how much University time (hours per month) _____

*Will University resources, including personnel, facilities, supplies or equipment be used? Yes _____ No _____

If yes, describe arrangements as to how UGA is to be reimbursed for University resources used.

*Will annual leave be used? Yes _____ No _____ If yes, how much annual leave time _____ and dates of

annual leave _____

Dates of consulting service: From _____ To _____

Applicant (Date)

Department

APPROVAL:

Coordinator/State Program Leader/Head (Date)

Department Head (Date)

Associate Dean for Academic Affairs (Date)

Associate Dean for Research (Date)

Associate Dean for Extension (Date)

Dean and Director (Date)

*Consulting is defined as the employment in any capacity of a faculty member of the College of Agricultural and Environmental Sciences by an agency, firm or individual other than The University of Georgia. Consulting form must be approved at least two weeks prior to the proposed activity. Submission four weeks prior to the proposed activity is preferred.