

Employee Request for Service in Excess of 100%
(Not for use with Civil Service appointments)
(approvals must be obtained prior to service being performed)

Employee Name: Joseph Brantley Houston UIN: 657142369

Employee Home Department: Journalism

Employee Position Title: Professor

Employee Position Funding CFOP(s): 100020-642000-642001
Funding may not exceed 95% on sponsored funds during the approved period for excess service.

Person Requesting Service: Christine Catanzarite Unit: OLLI

Requesting Unit Contact: Kathy Runck

Actual Service Dates: January 28 through March 17, 2020

Amount to be Paid: 700.00

CFOP(s) for Service: 302935-429000-429001

Describe services to be performed and indicate specific reason(s) for selecting this employee to provide the service(s) (attached separate sheet if necessary):

Teaching an OLLI course: The State of the News Industry

Is the amount to be paid greater than \$5,000? Yes No (If the answer is yes, the request must also be approved by the Office of Academic Human Resources prior to services being performed.)

Oral Proficiency Certification:

Required by faculty and academic staff providing classroom instruction who are non-native English speakers, except those who teach foreign languages.

Proposed appointee has sufficient oral English language proficiency to provide instruction on this campus.

Indicate basis for certification of oral English language proficiency:

- Formal Interviews Assessment of Candidate by Colleagues
 Public Presentations Other, please explain _____

Signatures and Approvals:

Employee's Signature *Joseph Brantley Houston* Date 12-12-2019

Requesting Unit approval *Christine Catanzarite* Date 12/17/2019

Requesting College approval _____ Date _____

Employee's Home Unit approval *Stephanie Crapp* Date 12-12-19

Employee's Home College Approval *[Signature]* Date 12/12/19

Academic Human Resources Approval _____ Date _____
(required only for payments over \$5,000)

Chancellor's Approval _____ Date _____
(for faculty member on sabbatical leave)