

31.05.01.D1 Faculty Consulting and/or External Professional Employment



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Rule Summary

The mission of Texas A&M University-Central Texas (A&M-Central Texas) is to prepare students for lifelong learning through teaching, service, and research. The priority of full-time faculty is the accomplishment of the duties and responsibilities assigned to their position of employment within the university.

This rule applies to consulting and outside employment of faculty members that is directly related to their academic field or discipline. For external faculty employment that is not directly related to the faculty member's professional discipline, see System Regulation *31.05.02, External Employment*.

Rule

1. AFFIRMATION OF FACULTY CONSULTING AND/OR EXTERNAL PROFESSIONAL EMPLOYMENT:
 - 1.1 Faculty members are encouraged to make their expertise available to business, industry, government, professional societies and other appropriate entities. Such professional engagements serve the public, and strengthen the employee by fostering the improvement of education, leadership development, research, and service.
 - 1.2 Activities which are compensated through an honorarium are not considered to be faculty consulting and/or external professional employment unless they are reasonably expected to require more than a minimal amount of the faculty member's time.
2. REQUEST FOR PERMISSION FOR CONSULTING AND OUTSIDE PROFESSIONAL EMPLOYMENT
 - 2.1 Full-time faculty members must complete the [System Faculty External Employment and Consulting Application and Approval form](#) and obtain the appropriate approvals prior to initiation of the external activity. Required signatures include those of the Department Chair, Dean of the applicable school, the Provost and Vice President for Academic and Student Affairs, and the President. It is the faculty member's responsibility to submit the request in a timely manner and to ensure it has been approved before actually consulting

or leaving the workplace to consult. Faculty members who consult and/or participate in outside employment activities prior to approval by all applicable parties are subject to disciplinary action according to System Regulations.

- 2.2 The employee shall furnish, upon request, additional details regarding the employment arrangement, including copies of any written agreements or contracts in which the employment/consulting offer is made.
- 2.3 Faculty members are responsible for the disclosure of any external employment that may constitute a potential conflict of interest. If a conflict of interest or a conflict due to equity ownership or business participation of a faculty member is found, the University may require that the faculty member take steps to minimize and/or eliminate such conflict. Any employee who violates standards of conduct for System employees may be subject to appropriate disciplinary action, regardless of whether an application for external employment has been approved.
- 2.4 If a faculty member proposes to engage in faculty consulting and/or external professional employment with a foreign entity, the faculty member will submit the proposed engagement for review to the designated export control official on campus prior to submission of the approval form. When the member submits the faculty member's proposed engagement to the member export controls empowered official, a copy of the faculty member's application and approval form and supporting documentation will also be provided to the system Research Security Office.
- 2.5 A faculty member is responsible for ensuring that each entity with whom the faculty member enters into an agreement for faculty consulting and/or external professional employment understands that the faculty member's service is in the faculty member's private capacity and that the entity does not take actions suggesting that the member endorses the entity, such as publicizing the faculty member's title without an appropriate disclaimer that the faculty member is serving in the faculty member's private capacity.
- 2.6 No release time is granted for external consulting and/or external professional employment activities unless prior approval is obtained. If participation in the activity is approved but release time is not granted, annual leave must be taken if the faculty member accrues annual leave and the activity occurs during normal business hours. Activity outside normal business hours may be limited by appropriate supervisors if these activities are limiting performance of primary duties.
- 2.7 Approval of faculty consulting and/or external professional employment on an ongoing basis will not exceed one year in duration; approvals expire at the end of August each year. Consecutive approvals must be documented on an annual basis and will be retained for the fiscal year end plus three years.
- 2.8 In addition, for purposes of this rule, the following categories of contracts are not normally included as external professional employment: books, textbooks, textbook instructor's manuals, study guides, and other textbook peripherals, edited volume royalties, occasional honoraria for professional lectures, presentations at conferences and other related meetings, and awards, stipends for journal editorship, external program reviews at other universities/colleges, external peer reviews of faculty tenure and promotion, community service on boards and organizations that are not reimbursed,

appointed positions in government agencies that are not reimbursed, and occasional payments for review and assessment of proposals for awards or fellowships and stipends granted to scholars by non-governmental organizations (NGOs), governmental organizations, and community outreach. If in doubt, faculty are encouraged to gain approval before signing any contract. These activities are still subject to all other applicable policies, regulations, and rules, including but not limited to System Policy 07.04, *Benefits, Gifts and Honoraria*.

2.9 External professional employment includes outside teaching at other universities and colleges. No regular teaching responsibilities with another institution of higher education may be accepted without prior approval from the Provost and Vice President for Academic and Student Affairs and President.

2.10 The Department Chair will keep a record of individual absences from the employee's official place of duty for outside employment or consulting activities. Approval for such absences must be requesting in advance in writing with the approved *System Faculty External Employment and Consulting Application and Approval* form.

3. USE OF UNIVERSITY RESOURCES

No use of University property is allowed for faculty consulting and/or professional employment activities except as permitted by System Policy 33.04, *Use of System Property*, and System Regulation 33.04.01, *Use of System Resources for External Employment*. Any cost to the system resulting from a faculty member's use of system resources for faculty consulting and/or external professional employment must be paid in accordance with Regulation 33.04.01. In such a case, the President or Provost and Vice President for Academic and Student Affairs is authorized to approve the faculty member's use of the resource(s) and the suitable payment arrangements.

Related Statutes, Policies, or Requirements

System Policy [31.05 External Employment and Expert Witness](#)

System Regulation [31.05.01 Faculty Consulting and/or External Professional Employment](#)

System Regulation [31.05.02 External Employment](#)

System Policy [33.04 Use of System Resources](#)

System Regulation [33.04.01 Use of System Resources for External Employment](#)

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