

31.05.01.C1 Faculty Consulting, External Professional Employment, and Conflicts of Interest

Approved: July 14, 2003
Revised: March 7, 2017
Next Scheduled Review: March 7, 2022



Rule Statement

Texas A&M University-Corpus Christi encourages its faculty members to make their expertise available to business, industry, government, professional societies, and other appropriate entities. Such professional engagements serve to strengthen the individual employee, serve the public, and contribute to the improvement of education, leadership development, research, and service.

Reason for Rule

This rule provides guidelines for faculty consulting and external professional employment that is directly related to their academic and professional discipline. The university may authorize faculty consulting and/or external professional employment in accordance with this rule.

Procedures and Responsibilities

1. ETHICAL CONSIDERATIONS AND CONFLICT OF INTEREST
 - 1.1 Faculty members engaged in external employment should be guided by the principles of ethical conduct in System Policy 07.01, *Ethics*.
 - 1.2 Faculty members are responsible for the disclosure of any external employment, including external employment with another Texas A&M University System entity, which may constitute a potential conflict of interest.
 - 1.3 If a principle of ethical conduct, conflict of interest, or a conflict due to equity ownership and 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 state employees may be subject to appropriate disciplinary action, regardless of whether an application for external employment has been approved or not.

2. USE OF UNIVERSITY RESOURCES

2.1 No use of university resources is allowed for external consulting or professional employment activities except as permitted by System Policy 33.04 Use of System Resources, System Regulation 33.04.01 Use of System Resources for External Employment, and University Procedure 29.01.99.C1.01 IT Acceptable Use and Privacy.

3. REQUEST FOR PERMISSION FOR EXTERNAL PROFESSIONAL EMPLOYMENT

3.1 Full-time faculty members must complete the appropriate form for consulting and external professional employment and obtain the appropriate approvals prior to initiation of the external activity. The form is available in the Appendix section of this rule and at <http://assets.system.tamus.edu/files/policy/pdf/Consult-and-Ext-Employment.pdf>.

3.2 For faculty with joint appointments in the university and one or more Texas A&M University System member agencies or universities, the president or designee must approve or disapprove such requests in consultation with the CEO or designee of the other member(s).

3.3 No release time is granted for external consulting or external professional employment activities unless prior approval is obtained. Annual leave should 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.

3.4 Texas A&M University-Corpus Christi assumes that faculty members engaging in consulting and outside employment for twenty percent of their time or less will not normally have a conflict with their primary loyalty as full-time faculty members at the university.

3.5 Approval of external employment on an ongoing basis will be for no more than one year in duration. Approvals expire at the end of August each fiscal year. External employment forms must be submitted and approved on a yearly basis, even if the external employment received prior approval.

3.6 As per System Regulation 31.05.01 Faculty Consulting and External Professional Employment, book reviews and journal articles are not considered to be external professional employment.

3.7 In addition, for purposes of this rule, the following categories of contracts are not to be considered external professional employment: books, textbooks, textbook instructor's manuals, study guides, and other textbook peripherals, edited volume royalties, occasional honoraria for professional lectures and awards, stipends for journal editorship, occasional payments for review and assessment of proposals for awards or fellowships, payments from UIL contracts or fine arts performances, and stipends granted to scholars by non-governmental organizations (NGOs),

governmental organizations, and/or Community Outreach. If in doubt, faculty are encouraged to gain approval before signing any contract.

- 3.8 Faculty who are required by professional associations or state licensure agencies to maintain a current practice in order to maintain their license and/or certification(s) will receive approval from the university. Such requirements are not deemed to be conflicts of interest.

Related Statues, Policies, or Requirements

System Policy [07.01 Ethics](#)

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

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

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

System Regulation [31.05.02 External Employment](#)

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

System Regulation [33.99.07 Internal Faculty Consulting and Professional Services](#)

University Procedure [12.01.99.C0.03 Responsibilities of Full-Time Faculty Members](#)

University Procedure [29.01.99.C1.01 IT Acceptable Use and Privacy](#)

University Procedure [31.05.02.C0.01 External Employment](#)

University Procedure [32.01.01.C0.01 Complaint Process for Faculty Members](#)

Appendix

[System Faculty Consulting and External Professional Employment Application and Approval](#)

Contact Office

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs
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