Rule Summary

Texas A&M University-Corpus Christi (university) 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. This rule provides guidelines for full-time faculty interested in consulting and external professional employment that is directly related to their academic and professional discipline. Outside employment that is not related to the faculty member’s discipline is covered in university procedure 31.05.02.C.01, External Employment. The university may authorize faculty consulting and/or external professional employment in accordance with this rule.

Rule

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 (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 CEO has delegated final approval of outside employment to the Provost and Vice President for Academic Affairs (Provost). Before completing the external employment form, faculty must complete the online TrainTraq course on external employment and faculty consulting/external professional employment, which will be assigned annually in August. Faculty must have their external employment form approved before beginning any external employment. The external employment form is available in the Appendix section of this rule and on the system’s website: [http://assets.system.tamus.edu/files/policy/pdf/Consult-and-Ext-Employment.pdf](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 system member agency or university, the Provost 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 the appropriate supervisor(s) if these activities are limiting performance of primary duties.

3.4. Approval of external employment on an ongoing basis will be for no more than one (1) 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.

3.5. Faculty members will receive a copy of the final approved external employment application.

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. In addition for purposes of this rule, the following additional activities 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.

3.7. 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 Statutes, 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
(361) 825-2722