

## **31.05.02.C0.01 External Employment**

Approved: March 24, 2008  
Revised: February 6, 2017  
Next Scheduled Review: February 6, 2022



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### **Procedure Statement**

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This procedure governs all external employment of employees at Texas A&M University-Corpus Christi. This procedure shall be interpreted in conjunction with System Policy 07.01 Ethics Policy and System Regulation 31.05.02 External Employment.

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### **Reason for Procedure**

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Texas A&M University-Corpus Christi recognizes that faculty and staff may have employment outside of the university. However, external employment must not interfere with the employee's ability to carry out their university duties or cause a conflict of interest.

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### **Procedures and Responsibilities**

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1. Faculty engaged in external employment directly related to a faculty member's academic and professional discipline are subject to System Regulation 31.05.01 Faculty Consulting and External Employment and University Rule 31.05.01.C1 Faculty Consulting, External Professional Employment, and Conflicts of Interest. Employees who have dual employment within the university or who are employed with another state agency or institution are subject to the provisions outlined in System Regulation 33.99.06 Administration of Multiple Employment.
2. Requests for approval of external employment must be submitted using the External Employment Application and Approval Form available in the Appendix section of this regulation, online, and from the Human Resources office. Approval must be obtained each fiscal year.
3. Requests from non-exempt staff must be approved by the department head or department chair. The dean's approval is also required for non-exempt staff working in an academic department. If the external employment is not likely to cause a conflict of interest with ordinary duties and responsibilities, no additional approval is required for non-exempt staff unless reassigned (release) time is requested.

4. Requests from exempt staff must be approved by the department head or department chair. The dean's approval is also required for exempt staff working in an academic department. In addition, requests from exempt staff require approval by each administrator in the employee's chain of command up through, and including, the division vice president. If the external employment is not likely to cause a conflict of interest with ordinary duties and responsibilities, no additional approval is required for exempt staff unless reassigned (release) time is requested.
5. Requests from faculty engaging in external employment that is not directly related to their academic and professional discipline require approval from their department chair, the dean and the provost. Faculty engaged in external employment directly related to a faculty member's academic and professional discipline are subject to System Regulation 31.05.01 Faculty Consulting and External Employment and University Rule 31.05.01.C1 Faculty Consulting, External Professional Employment, and Conflicts of Interest.
6. All requests that have the potential to cause a conflict of interest require approval by the division vice president and the president. All requests that include a request for reassigned (release) time require approval by the division vice president and the president. All requests from exempt staff and faculty in units that report directly to the president require approval by the president.
7. Approved requests from staff must be forwarded to Human Resources. Approved requests from faculty must be forwarded to the Office of the Provost.
8. Employees are prohibited from promoting and/or conducting their personal business during official work hours. Use of system facilities, equipment, or personnel for external employment activities is prohibited except as described in System Regulation 33.04.01 Use of System Resources for External Employment.

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## **Related Statutes, Policies or Requirements**

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System Policy [07.01 Ethics Policy](#)

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

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

System Regulation [31.05.02 External Employment](#)

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

System Regulation [33.99.06 Administration of Multiple Employment](#)

University Rule [31.05.01.C1 Faculty Consulting, External Professional Employment and Conflicts of Interest](#)

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## **Appendix**

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**Contact Office**

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Contact for clarification and interpretation: Director of Human Resources  
(361) 825-2630