Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) recognizes that faculty and staff may have employment outside of the university. This procedure governs all such external employment of employees at TAMU-CC and should be read in conjunction with system policy 07.01, Ethics and system regulation 31.05.02, External Employment. External employment must not interfere with the employee’s ability to carry out their university duties or cause a conflict of interest.

Procedure

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 are required for full-time employees and must be submitted using the External Employment Application and Approval Form available online and listed in the Appendix section of this procedure. Approval must be obtained each fiscal year.

3. Requests from staff must be approved by the immediate supervisor and the department head/chair. The dean’s approval is also required for staff working in a college or the library. If the external employment is not likely to cause a conflict of interest with ordinary duties and responsibilities and no reassigned (release) time is requested, then no additional approval is required for staff.

4. Requests from full-time faculty engaging in external employment that is not directly related to their academic and professional discipline require approval from their department chair and dean.

5. All requests that have the potential to cause a conflict of interest require approval by the division vice president. For employees that report directly to a division vice president or
the President, approval by the President is required.

6. All requests that include a request for reassigned (release) time require approval by the division vice president. For employees that report directly to a division vice president or the President, approval by the President is required.

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**

System Policy *07.01, Ethics*
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*

This procedure supersedes:
- *31.05.02.C1.01, External Employment*

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**Appendix**

**TAMU-CC External Employment Application and Approval Form**

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**Contact Office**

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