

SAP 33.04.01.T0.01 Use of System Resources for External Employment



Approved: February 22, 2016
Next Scheduled Review: February 22, 2021

Procedure Statement

The resources of Tarleton State University (Tarleton) may not be used for external employment except as authorized by this Standard Authorized Procedure (SAP).

Reason for Procedure

This SAP provides guidance concerning the use of university resources for external employment. Proper utilization of university resources ensures organizational risks and costs are properly managed.

Procedures and Responsibilities

1. GENERAL

- 1.1 Tarleton State University's resources should be used for university business, and not for personal purposes or private commercial gain. Proper utilization of university resources ensures that organizational risks and costs are properly managed while improper use could lead to increased costs and risks to Tarleton.
- 1.2 Tarleton's resources may not be used for external employment, including faculty consulting.

2. INCIDENTAL USE OF UNIVERSITY RESOURCES

- 2.1. Tarleton will permit the incidental use of university resources, as described in System Regulation 33.04.01, Section 1.2, for personal purposes.
- 2.2 The use of university resources for private commercial purposes, including external employment and faculty consulting is not permissible.
- 2.3 Tarleton employees with questions about the use of university resources for non-University purposes should contact their supervisor.

3. PERSONAL USE THAT RESULTS IN ADDITIONAL EXPENSE

- 3.1 In the event an employee's personal use of a university resource results in an additional cost, the employee shall contact his/her immediate supervisor, and take the necessary steps to ensure that the university is reimbursed for all costs.
- 3.2 The supervisor of the employee who incurred the additional cost shall contact the University Controller to confirm the amount that is owed to Tarleton and the employee shall deposit that amount with the Office of Business Services.

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, External Employment](#)

Tarleton Rule 31.05.01.T1, [Faculty Consulting, Outside 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](#)

Appendix

The Texas A&M University System External Employment Application and Approval Form

Contact Office

Office of Business Services
254.968.9107