

# Rule 31.05.01.T1 Faculty Consulting, Outside Professional Employment



Approved: June 15, 2015  
Next Scheduled Review: June 15, 2020

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## Rule Statement

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Faculty wishing to engage in external employment directly related to their academic and professional discipline shall obtain appropriate approval prior to initiation of the external activity.

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## Reason for Rule

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This rule is required by System Regulation *31.05.01 Faculty Consulting and External Employment*, and establishes guidelines for the approval process for consulting and/or external professional employment activities for all faculty members employed by Tarleton State University (Tarleton).

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## Procedures and Responsibilities

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1. GENERAL
  - 1.1 This rule applies to consulting and external professional employment of faculty that is directly related to their academic and professional discipline and supplements system regulation [31.05.01 Faculty Consulting and External Professional Employment](#).
  - 1.2 Unrelated external employment is covered in system regulation [31.05.02 External Employment](#).
2. STANDARDS OF CONDUCT
  - 2.1 Tarleton faculty members engaged in external employment or consultation should be guided by the principles of ethical conduct in system policy [07.01, Ethics](#).
  - 2.2 Standards of conduct of state officers and employees are established by law, by TAMUS policies and regulations, and by Tarleton rules and procedures. Any employee who violates such standards through a consulting and/or external professional employment engagement may be subject to appropriate disciplinary action, regardless of approval status of the application for external employment.

### 3. CONSULTING AND/OR EXTERNAL PROFESSIONAL EMPLOYMENT

- 3.1 Outside employment and consulting activities of faculty are considered secondary activities that may be engaged in only after duties and responsibilities to Tarleton are fulfilled. Tarleton faculty members may enter into an employment or consultation relationship provided that:
- 3.1.1 It does not interfere with the regular work of the employee;
  - 3.1.2 It is reasonable in amount—not more than 10 working days per long semester, or twenty percent time or less;
  - 3.1.3 It is directly related to the faculty member's academic and professional discipline.
  - 3.1.4 It avoids unfair competition with private business and those in private professional practice. Faculty members are responsible for the disclosure of any consulting or external employment that may constitute a potential conflict of interest (System Regulation 31.05.01 provides guidelines for assessing whether external employment activities constitute a potential conflict of interest).
  - 3.1.5 It does not involve the use of any resources (facilities, equipment, or personnel) of The Texas A&M University System (system), unless permitted by System Policy 33.04, *Use of System Resources*, and Regulation, 33.04.01 *Use of System Resources for External Employment*.

### 4. APPROVAL PROCESS

- 4.1 Faculty members must complete and route for approval the [External Employment and Consulting Application and Approval Form](#) prior to initiating the external activity. Approvals are required from the department head, the college dean, and the provost and executive vice president for Academic Affairs (provost).
- 4.2 No release time is granted for external consulting or external professional employment activities unless prior written 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 the performance of primary duties.
- 4.3 Authorizations for consulting and external employment will expire August 31<sup>st</sup> each year.
- 4.4 Approved requests will be maintained within the faculty's personnel file in the Employee Services Department in accordance with system records retention policy.

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## Definitions

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Consulting and/or external professional employment – professional activity related to one’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists. This term includes any regular, part-time, or team teaching employment with another institution or agency.

Faculty or faculty member – any full-time employee of Tarleton with an appointment as Instructor, Assistant Professor, Associate Professor, or Professor, a Lecturer, a Senior Lecturer, and Professional Track Faculty at any rank. Part-time and adjunct faculty is excluded from this rule.

Release time – administratively approved time that a faculty member may spend away from his or her normal work duties for the purpose of engaging in consulting and/or external professional employment.

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## Related Statutes, Policies, or Requirements

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System Regulation [31.05.01 Faculty Consulting, External Employment, and Conflicts of Interest](#)

System Policy [07.01, Ethics](#)

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

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

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## Contact Office

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