

Rule 31.05.01.T1 Faculty Consulting and/or External Professional Employment



Approved:	June 15, 2015
Reviewed:	March 29, 2019
Revised:	November 17, 2020
Revised:	November 5, 2024
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Rule Summary

Tarleton State University (Tarleton) 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 is required by and supplements The Texas A&M University System (system) Regulation [31.05.01 Faculty Consulting and/or External Professional Employment](#), and establishes guidelines for the approval process for consulting and/or external professional employment activities for all faculty members employed by Tarleton. For external employment that is not directly related to the faculty member's professional discipline, see System Regulation [31.05.02, External Employment](#).

Definitions

Refer to [System Regulation 31.05.01 Definitions](#).

Procedures and Responsibilities

1. RESPONSIBILITIES

- 1.1 The executive vice president of academic affairs and provost (provost) is delegated authority, as designee of the president, to approve faculty consulting and/or external professional employment at Tarleton in accordance with System Regulation 31.05.01 and as outlined herein.
- 1.2 In reviewing for a proposed faculty consulting and/or external professional employment engagement (external engagement or activity), the provost will ensure that the faculty external engagement is not reasonably expected to create a conflict of interest or presents a conflict of commitment with the regular work of the employee.
 - 1.2.1 Prior to authorization, the provost will submit any request for external engagement with a foreign entity to University Compliance and the

university's export control empowered official, as designated in Tarleton Rule [15.02.99.T1, Export Control Program Management](#), for screening and review. When the faculty member's proposed external engagement is submitted to University Compliance and the empowered official, a copy of the application and approval form and supporting documentation will also be provided to system Research Security Office.

1.2.2 The provost will address any potential or actual conflicts of interest or conflicts of commitment arising from faculty external engagement and/or requests with the faculty member through the applicable dean and department head and in consultation with Human Resources as needed.

1.3 In accordance with System Regulation 31.05.01 and this rule, faculty members are obligated to obtain written approval for all external engagements prior to entering into any agreement and annually thereafter for each subsequent fiscal year in which the faculty member wishes to continue the external engagement. Part-time and contingent faculty are excluded from the requirements of this rule and the guiding regulation.

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 system 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, up to and including dismissal, regardless of approval status of the application for external engagement.

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 approved through the process outlined in section 4 of this rule and the faculty member's duties and responsibilities to Tarleton are fulfilled.

3.2 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 external activity occurs during normal business hours. If external consulting or professional employment activities hamper the faculty member's ability to perform their primary duties, the faculty member's supervisor may rescind any prior approval for external consulting or professional employment activities.

3.3 Tarleton faculty members may enter into an employment or consultation relationship provided that prior written approval is obtained through the process outlined in section 4 of this rule and that:

- It is not reasonably expected to present a conflict of commitment; that is, interfere with the regular work of the employee;
- It is reasonable in amount—not more than 10 working days per long semester, or twenty percent time or less;
- It is directly related to the faculty member's academic and professional discipline;
- It avoids unfair competition with private business and those in private professional practice;
- It is not reasonably expected to create a conflict of interest;
- It does not involve the use of any resources (facilities, equipment, or personnel) of the system, unless permitted by [System Policy 33.04, Use of System Resources](#), and Regulation, [33.04.01 Use of System Resources for External Employment](#) or are pursuant to collaboration with foreign entities that are approved under this regulation and are part of the normal scholarly work of the faculty member; and
- It is in accordance with any and all additional requirements outlined in System Regulation 31.05.01.

4. APPROVAL PROCESS

- 4.1 Faculty members must complete and route for approval an [External Employment and Consulting Application and Approval Form](#) prior to initiating the external activity and annually thereafter for each subsequent fiscal year in which the faculty member wishes to continue the engagement.
- 4.2 Prior to authorization approval, any application for faculty consulting and/or external employment involving global engagements or international collaborations, must be routed to University Compliance (Compliance) for export control screening in accordance with Tarleton Rule 15.02.99.T1, *Export Controls*. Per Tarleton Rule 15.05.04.T1, *High Risk Global Engagements and High Risk International Collaborations*, Compliance will route applications identified as high risk to the vice president for research, innovation and economic development (VPRIED) for the review and approval process in accordance with Tarleton Rule 15.05.04.T1 and System Policy 15.05.04, *High Risk Global Engagements and High Risk International Collaborations*.
- 4.3 Prior to authorization approval, the provost will address any potential or actual conflicts of interest or conflicts of commitment arising from faculty consulting and/or external employment request with the faculty member through the applicable dean and department head and in consultation with Human Resources as needed.

- 4.4 Requests where potential or actual conflicts of interest and or commitment exist and are not able to be resolved through further vetting will not be approved.
- 4.5 Authorizations for consulting and external employment will expire August 31st each year.
- 4.6 Approved requests will be routed to Human Resources to be maintained within the faculty member's personnel file in accordance with system records retention schedule, guidelines, policies, regulations and rules.

Related Statutes, Policies, or Requirements

[System Regulation 31.05.01, *Faculty Consulting and/or External Professional Employment*](#)

[System Regulation 31.05.02, *External Employment*](#)

[System Policy 07.01, *Ethics*](#)

[System Policy 33.04, *Use of System Resources*](#)

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

[Tarleton Rule 15.02.99.T1, *Export Controls Program Management*](#)

[System Regulation 15.05.04, *High Risk Global Engagements and High Risk International Collaborations*](#)

[Tarleton Rule 15.05.04.T1, *High Risk Global Engagements and High Risk International Collaborations*](#)

[External Employment and Consulting Application and Approval Form](#)

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