

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



Approved: February 22, 2016
Revised: January 4, 2023
Next Scheduled Review: January 4, 2028

Procedure Summary

The resources of Tarleton State University (Tarleton or university) may not be used for external employment except as authorized by this standard administrative procedure (SAP). This SAP is established to provide 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, *Use of System Resources for External Employment*, 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 and External Professional 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

[Faculty Consulting and/or External Professional Employment Application and Approval Form](#)

[External Employment Application and Approval Form \(Non-Faculty\)](#)

Contact Office

Office of Business Services
254.968.9107