



External Employment Application and Approval Form

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

A response is required for each item/section (if an item/section is not applicable, then write N/A).

Employee name: _____
First Middle Last

Title: _____

Department: _____

I request permission to accept external employment. The proposed employment will not interfere with my assigned duties. In such external employment, I will act as an individual and not as a representative of The Texas A&M University System, and, if I am a faculty member, such external employment is not directly related to my professional discipline.

1. Name and address of employing firm, agency, individual or self: _____

2. Nature of work: _____

RELEASE TIME - paid time that the employee may spend away from his or her normal work duties without using vacation or compensatory leave time. Release time may be granted on a case-by-case basis by the CEO or designee.

3. Release time requested? Yes No. If yes, the following is my basis for requesting release time (provide remuneration, value to System, professional enhancement):

Note: External Employment requests will not be granted for a period longer than one year. All authorizations, regardless of length, will terminate on August 31 of the current fiscal year. All employees/faculty members must reapply for authorization each fiscal year, defined as September 1 – August 31.

4. Period of request: _____ through _____
Date Date (No later than August 31 of current fiscal year)

Total release time requested for period in days (if none requested, state N/A): _____

Total release time in days (including previous approvals): _____

5. Equity ownership involved? _____ If so, the amount and type of equity interest owned: _____

I understand that external employment may not be undertaken on that portion of time covered by federal grants or contracts. I further understand that this request applies only to that portion of my time for which I am employed by The Texas A&M University System. I agree to furnish reports and additional details of employment as required.

I certify that there will be no conflict of interest between this external employment and my responsibilities as an employee of The Texas A&M University System. I also certify that this external employment will be conducted at no expense to The Texas A&M University System.

I fully agree and understand that official release time is contingent upon this activity being of value to The Texas A&M University System and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation or accumulated compensatory time for such absences, as applicable.

I certify that I have read System Policies 07.01 *Ethics*, and 31.05 *External Employment and Expert Witness*, and System Regulation 31.05.02 *External Employment*, and agree to conduct my external employment in accordance with the provisions contained therein, including the requirement that I will not engage in external employment prior to receiving the requisite approvals.

If I am a faculty member, certify that all external employment requested will not be directly related to my professional discipline.

Employee signature

Universal Identification Number

Date

Approval recommended:

Release time recommended?

Yes No

Associate Department Head (if applicable)

Date

Unit/Department Head

Date

Approved:

Release time approved?

Yes No

Chief Executive Officer of System Member or Designee

Date

Chief Executive Officer of System Member or Designee

Date