

EXTERNAL EMPLOYMENT



External employment by employees of The Texas A&M University System other than faculty covered by 31.05.01 Faculty Consulting and External Professional Employment, is governed by 31.05.02 *External Employment*, which should be reviewed prior to making a request.

REQUESTING APPROVAL

1. Complete forms and obtain Department/Unit Head signature:
 - ✓ [AG-403 External Employment Application and Approval Form](#)
2. Submit both forms to AgriLife Human Resources:

Email	employment@ag.tamu.edu
Laserfiche	Work-in-Progress-HR
Mail	TAMU 2147, College Station, TX 77843-2147
Fax	(979) 458-1046
3. When processing is completed, forms will be returned to the department or unit contact.

NOTES

- Approval must be obtained in advance.
- Approval will be for no more than one fiscal year.
- Additional information - [AgriLife HR Consulting & External Employment](#)