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