FACULTY CONSULTING AND EXTERNAL PROFESSIONAL EMPLOYMENT

Consulting and external professional employment by faculty members of The Texas A&M University System directly related to their academic and professional discipline is governed by System Regulation 31.05.01 Faculty Consulting and External Professional Employment, which should be reviewed prior to making a request.

REQUESTING APPROVAL

1. Complete forms and obtain Department/Unit Head signature:
   - Check System Faculty Consulting and External Professional Employment Application and Approval form
   - Check AG-406 Faculty Consulting and External Professional Employment Addendum

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.
   - If release time was requested and approved, faculty member will receive an email stating a leave request must be submitted in LeaveTraq when release time is used and that non-federal sources of funds must be used during the release time period.

NOTES

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

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1 Faculty – Professorial Titles, District Extension Administrators, County Extension Directors, Regional Program Leaders, Extension Program Specialists, Extension Agents