

Texas A&M AgriLife Extension Service Rules

31.05.01.X1 | Faculty Consulting and External Professional Employment



Revised October 11, 2018

Next Scheduled Review: October 11, 2023

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RULE SUMMARY

Texas A&M AgriLife Extension Service (AgriLife Extension) recognizes that consulting and other external employment are beneficial to faculty and to Texas A&M AgriLife (AgriLife). AgriLife Extension encourages the involvement of its faculty in extramural activities that are consistent with their primary responsibilities and mission of AgriLife Extension. This agency has a commitment to allow faculty members to make their expertise available to business, industry, government, professional societies and other appropriate entities to the extent that such outside services contribute to the professional development of the individual employee and to the improvement of education, leadership development, research and service.

At the same time, the primary mission of The Texas A&M University System (system) and the AgriLife Extension is to serve the needs of the people of the State of Texas through education, research and service. The priority of all faculty is the accomplishment of the duties and responsibilities assigned to their position of employment within AgriLife.

This rule applies to consulting and external employment of faculty members that is directly related to their academic and professional field or discipline. External employment and equity interests of faculty members that are not related to their academic and professional field or discipline and the external employment of non-faculty employees are covered in other rules.

This rule is required by System Regulation 31.05.01.

PROCEDURES AND RESPONSIBILITIES

1.0 PREREQUISITES FOR APPROVAL

Consulting and external professional employment may be authorized only if approved in advance according to appropriate procedures and all other conditions listed in system policy [31.05](#), *External Employment and Expert Witness*, and related system regulations are met. In addition, this rule also requires the disclosure of any potential or actual conflict of interest arising from consulting or external employment as directed in system regulation 15.01.03, *Financial Conflicts of Interest in Sponsored Research*, AgriLife Extension rule 15.01.03.X1 *Financial Conflicts of Interest in Sponsored Research* and AgriLife procedure 15.01.03.X1.01 *Financial Conflict of Interest in Research*.

2.0 RELEASE TIME

Use of "release time," as defined in system regulation [31.05.01](#), *Faculty Consulting and External Professional Employment*, will be evaluated on a case-by-case basis for consulting.

3.0 REQUESTING APPROVAL FOR CONSULTING AND EXTERNAL PROFESSIONAL EMPLOYMENT

- 3.1 It is the responsibility of the employees who wish to consult or accept external employment to submit their requests through normal administrative channels in sufficient time, but at least ten (10) business days in advance, to be considered in a routine manner and to ensure it has been approved before actually consulting or leaving the workplace to consult. Employees who consult and/or participate in external employment activities prior to approval by the Director, or their designee, are subject to disciplinary action according to system regulations.

- 3.2 Requests for approval of consulting and external employment shall be in writing in accordance with the following procedures:
- 3.2.1 Submit the completed system form, *Faculty Consulting and External Professional Employment Application and Approval* and AgriLife form AG-406, *Faculty Consulting and External Professional Employment Addendum* in advance of the external employment and/or consulting.
 - 3.2.2 Approval of each faculty consulting and/or external professional employment engagement will be for no more than one year in duration; approvals expire at the end of August each fiscal year.
 - 3.2.3 The faculty member agrees to furnish, upon request, additional details regarding the employment arrangement, including copies of any written agreements or contracts in which the employment/consulting offer is made.
 - 3.2.4 Submit requests to AgriLife Human Resources. AgriLife Human Resources will review and route for additional reviews as necessary then to the Director or designee for final approval. Authority to approve requests from faculty with joint appointments has been delegated to the Director, or their designee, of the employing member's adloc.
 - 3.2.5 The completed form will be returned to the unit upon completion of the approval process. The completed form will be retained by the agency and in the employee's official personnel file.
 - 3.2.6 Individual absences from the employee's official place of duty for external employment or consulting activities will be recorded in Workday.

4.0 SYSTEM PROPERTY USE

Use of system property and personnel will be in accordance with system regulation 31.05.01.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.05](#), *External Employment and Expert Witness*

[System Regulation 31.05.01](#), *Faculty Consulting and External 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*

System Form, [System Faculty Consulting and External Professional Employment Application and Approval](#)

[AgriLife Form AG-406](#), *Faculty Consulting and External Professional Employment Addendum*

DEFINITIONS

Consulting and external professional employment – defined in System Regulation 31.05.01, includes professional activity related to one's field or discipline, where a fee-for-service or equivalent relationship with a third party exists. Certain activities that may involve honoraria, such as lecturing, research collaborations, writing book reviews, book chapters, monographs and journal articles, and participating in radio and television programs, are not normally considered external employment and subject to this rule, unless they become unusually time consuming or otherwise adversely affect the employee's performance.

Faculty or faculty member – In addition to the titles listed in System Regulation 31.05.01, this rule also applies to employees who carry the following titles: District Extension Administrator, Program Leader, County Extension Director, Extension Specialist, Extension Program Specialist, or Extension Agent.

CONTACT OFFICE

Questions regarding this rule should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: April 28, 2000
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