

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

Email	<a href="mailto:employment@ag.tamu.edu">employment@ag.tamu.edu</a>
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.
- Release time: “In very exceptional circumstances, specific external employment and consulting engagements may be approved on a release-time basis, i.e., 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 only when:
  - the work is to be done with ***no remuneration from the external entity to the employee***;
  - ***employee***;
  - there will be no direct expense to the system; and
  - the work will specifically enhance the value of the employee to the system.”
- Additional information - [AgriLife HR Consulting & External Employment](#)