

Faculty Consulting and External Professional Employment

Approved: April 28, 2000

Revised: November 13, 2015

Next Scheduled Review: November 13, 2020

GUIDELINE STATEMENT

The Texas A&M University (TAMU) College of Agriculture and Life Sciences (College) recognizes that consulting and other outside employment can be beneficial to faculty and to Texas A&M AgriLife (AgriLife). When appropriate, the College encourages the involvement of its faculty in extramural activities that are consistent with their primary responsibilities and mission of the College. The College has a commitment to allow faculty members to make their expertise and services 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 programs.

REASON FOR GUIDELINE

These guidelines apply to consulting and outside employment of faculty members that is directly related to their academic and professional field or discipline. Outside employment and equity interests of faculty members that are not related to their academic and professional field or discipline, and the outside employment of non-faculty employees are covered in other rules.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

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

2.0 PREREQUISITES FOR APPROVAL

Consulting and external professional employment may be authorized only if approved in advance and in accordance with A&M System Policy 31.05 and A&M System Regulation 31.05.01. 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 Conflict of Interest in Sponsored Research*, and TAMU rule 15.01.03.M1 *Financial Conflicts of Interest in Sponsored Research*.

3.0 RELEASE TIME

Consistent with A&M System Policy, the use of “release time” as defined in System Regulation 31.05.01 for consulting will be evaluated on a case-by-case basis.

4.0 REQUESTING APPROVAL FOR CONSULTING AND EXTERNAL PROFESSIONAL EMPLOYMENT

4.1 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, 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 Dean or designee may be subject to disciplinary action according to System Regulations.

- 4.2 Requests for approval of consulting and external employment shall be in writing in accordance with the following procedures:
- 4.2.1 Submit the completed “[System Faculty Consulting and External Professional Employment Application and Approval](#)” form and [AG-406 Faculty Consulting and External Professional Employment Addendum](#) in advance of the external employment and/or consulting.
 - 4.2.2 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.
 - 4.2.3 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.
 - 4.2.4 Submit requests to AgriLife Human Resources. AgriLife Human Resources will review and route for additional reviews as necessary then to the Dean or designee for final approval. Authority to approve requests from faculty with joint appointments has been delegated to the Dean or designee of the employing member’s adloc.
 - 4.2.5 The completed form will be returned to the unit upon completion of the approval process. The completed form will be retained by the College and in the employee’s official personnel file.
 - 4.2.6 Individual absences from the employee’s official place of duty for external employment or consulting activities will be recorded in LeaveTraQ.

5.0 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*

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 – assistant professor, associate professor, and professor.

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.