

FACULTY CONSULTING AND EXTERNAL PROFESSIONAL EMPLOYMENT



Consulting and external professional employment by faculty¹ 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:
 - ✓ [System Faculty Consulting and External Professional Employment Application and Approval form](#)
 - ✓ [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](#)

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