

## FACULTY CONSULTING AND EXTERNAL PROFESSIONAL EMPLOYMENT



Consulting and external professional employment by faculty<sup>1</sup> 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.](#)

External employment not directly related to the professional discipline is governed by System Regulation [31.05.02 External Employment.](#)

### CONSULTING

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](mailto: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 is requested and approved, faculty member must submit time off requests in Workday when using release time and only non-federal sources of funds may be used during the release time period.

### EXTERNAL EMPLOYMENT

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 [employment@ag.tamu.edu](mailto: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.

**NOTE:** 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;
- there will be no direct expense to the system; and
- the work will specifically enhance the value of the employee to the system."

<sup>1</sup> Faculty – Professorial Titles and other titles as defined in the procedures