Rule Statement

The primary responsibility of faculty of Texas A&M University-Commerce is the accomplishment of the duties and responsibilities assigned to their respective positions of appointment. Permission to engage in faculty consulting and/or external Professional employment may be granted in accordance with the laws of the State of Texas, The Texas A&M University System policies/regulations, and with A&M-Commerce rules/procedures.

Reason for Rule

This rule establishes the parameters of the approval process for consulting and/or external professional employment activities for all faculty members employed at A&M-Commerce. Such employment should serve to strengthen the individual professionally, improve the educational status of the department, and enhance the image of the University.

Procedures and Responsibilities

1 GENERAL

1.1 This rule applies to consulting and external professional employment of faculty that is directly related to their academic and professional discipline and supplements system regulation 31.05.01 Faculty Consulting and External Professional Employment.

1.2 Unrelated external employment is covered in system regulation 31.05.02 External Employment.

2 CONSULTING AND/OR EXTERNAL PROFESSIONAL EMPLOYMENT

Consulting and/or external professional employment may be authorized provided that:

2.1 There is no interference with proper performance of the regular duties of the faculty member, and the consulting and/or external professional employment engagement does
not exceed 15 business days in a fiscal year. The duration of any single consulting and/or external professional employment engagement must be of a reasonable length of time.

2.2 No materials, supplies or equipment belonging to the University are to be used without compensation to the University as provided in System Regulation 31.05.01.

2.3 It is clearly understood that the faculty member is acting as an individual and not as an agent of the University.

3 APPROVAL OF ANY CONSULTING AND/OR EXTERNAL PROFESSIONAL EMPLOYMENT ACTIVITIES

3.1 Requests for approval of consulting and/or external professional employment or must be submitted using the System Faculty Consulting and External Professional Employment Application and Approval Form 60 days in advance or, as soon as possible.

3.2 Requests for approval must certify that any requested release time will not interfere with the performance of the faculty member’s assigned duties and responsibilities.

3.3 Written approvals will be given on the above form by the department head, the college dean, the Provost and Vice President for Academic Affairs (or designee), and the President (or designee). Release time, if any, will be granted on a semester-by-semester basis. Approval for consulting and/or external professional employment requiring no release time will be approved on an annual basis. Consulting and/or external professional employment exceeding 15 business days during any one fiscal year will require specific rationale.

3.4 A file of all approved consulting and/or external professional employment requests for the fiscal year shall be retained in the President’s Office in accordance with system records retention policy.

4 REPORTING OF CONSULTING AND/OR EXTERNAL PROFESSIONAL EMPLOYMENT ACTIVITY

The Provost’s Office will retain and prepare an annual report for review by the President on or by May 31 of each faculty's consulting and/or external professional employment activity.

5 STANDARDS OF CONDUCT

Standards of conduct of state officers and employees are established by law, by the A&M System policies and regulations, and by A&M-Commerce rules and procedures. Any employee who violates such standards through a consulting and/or external professional employment engagement may be subject to appropriate disciplinary action, regardless of whether an application for the external employment has been approved.
Definitions

Consulting and/or external professional employment – professional activity related to one’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists. This term includes any regular, part-time, or team teaching employment with another institution or agency.

Faculty or faculty member – any full-time employee of A&M-Commerce with an appointment as Instructor, Assistant Professor, Associate Professor, or Professor, a Lecturer, a Senior Lecturer, and Professional Track Faculty at any rank. Part-time and adjunct faculty is excluded from this rule.

Release time – administratively approved time that a faculty member may spend away from his or her normal work duties for the purpose of engaging in consulting and/or external professional employment.

Related Statutes, Policies, or Requirements

Texas Government Code §§ 572.001, 572.051

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 Regulation 31.05.03, Witnesses in Judicial Actions or Legislative Proceedings

System Policy 33.04, Use of System Resources

System Regulation 33.04.01, Use of System Resources for External Employment

System Regulation 33.99.06 Administration of Multiple Employment

This rule supersedes University Procedure 31.05.01.R0.01, Outside Employment and Consulting Activities of Faculty
Appendix

System Faculty Consulting and External Professional Employment Application and Approval Form (Formatted for A&M-Commerce routing)

Contact Office

Provost and Vice President for Academic Affairs
903.886.5439