

## 31.05.01.R1 Faculty Consulting and/or External Professional Employment

Approved September 4, 2014  
Revised August 13, 2021  
Next Scheduled Review: August 13, 2026



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### Rule Summary

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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.

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.

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### Procedures and Responsibilities

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#### 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/or 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.

2.4 Only full-time faculty are subject to the rule.

2.5 Department Heads, in consultation with their Academic Dean, will develop a plan of action to mitigate any conflicts of interest/commitment.

### 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/or External Professional Employment Application and Approval Form](#) 60 days in advance or, as soon as possible.

3.2 Copies of the consulting/employment agreements with amendments may be requested as needed.

3.3 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.

3.4 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.

3.5 Approved consulting and/or external professional employment requests shall be retained in the faculty personnel record maintained by the Human Resource department, in accordance with system records retention policy.

### 4 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.

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## Related Statutes, Policies, or Requirements

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Texas Government Code §§ [572.001](#), [572.051](#)

System Policy [31.05, External Employment and Expert Witness](#)

System Regulation [31.05.01, Faculty Consulting and/or 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*

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## **Appendix**

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

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## **Contact Office**

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Provost and Vice President for Academic Affairs  
903.886.5439