

31.05.01.R1 Faculty Consulting and/or External Professional Employment

Revised August 7, 2025

Next Scheduled Review: August 7, 2030



Rule Summary

The primary responsibility of the faculty of East Texas A&M University (University) 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 (System) policies/regulations, and with University 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 the University. 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/or External Professional Employment*.
- 1.2 Unrelated external employment is covered in System Regulation 31.05.02, *External Employment*.
- 1.3 Dual employment (when an employee of the state occupies two (or more) separate positions within Texas state government) is covered in System Regulation 33.99.06, *Administration of Multiple Employment*, and University Procedure 31.01.01.R0.03 *Approval Procedures for Supplemental Compensation and Dual 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 the proper performance of the regular duties of the faculty member. The duration of any single consulting and/or external professional employment engagement must be limited to a period of time that is determined by the university to be fair and appropriate for completing a task or fulfilling an obligation, given the specific circumstances and expectations of the parties involved.

- 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 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 this 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 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 academic 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.
- 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 System policies and regulations, and by University 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.

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/or External Professional Employment](#)

System Regulation [31.05.02, External Employment](#)

System Regulation [31.05.03, Witnesses in Judicial Actions or Legislative Proceedings](#)

System Regulation [33.99.06, Administration of Multiple Employment](#)

System Policy [33.04, Use of System Resources](#)

System Regulation [33.04.01, Use of System Resources for External Employment](#)

University Procedure [31.01.01.R0.03, Approval Procedures for Supplemental Compensation and Dual Employment](#)

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

Appendix

[*Faculty Consulting and/or External Professional Employment Application and Approval Form*](#)

Revision History

Approved September 4, 2014

Revised August 13, 2021

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