

31.05.02.C0.01 External Employment



Revised: January 29, 2024

Next Scheduled Review: January 29, 2029

[Revision History](#)

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) recognizes that faculty and staff may have employment outside of the university. This procedure governs all such external employment of TAMU-CC staff and external employment of faculty members that does not directly relate to their academic and/or professional discipline. This procedure should be read in conjunction with system policy *07.01, Ethics* and system regulation *31.05.02, External Employment*. External employment must not interfere with the employee's ability to carry out their university duties or cause a conflict of interest.

Procedure

1. GENERAL

- 1.1. Faculty members engaged in consulting or external employment directly related to a faculty member's academic and/or professional discipline are subject to system regulation *31.05.01, Faculty Consulting and External Employment* and university rule *31.05.01.C1, Faculty Consulting, External Professional Employment, and Conflicts of Interest*.
- 1.2. Employees who have dual employment within the university or who are employed with another state agency or institution are subject to the provisions outlined in system regulation *33.99.06, Administration of Multiple Employment*.
- 1.3. Part-time employees (excluding part-time faculty, adjuncts, teaching specialists, graduate assistants, and other student employees) must also comply with this procedure.

2. USE OF UNIVERSITY RESOURCES

Employees are prohibited from promoting and/or conducting their personal business

during official work hours. Use of system facilities, equipment, or personnel for external employment activities is prohibited except as described in system policy 33.04, *Use of System Resources*, system regulation 33.04.01, *Use of System Resources for External Employment*, and university rule 29.01.99.C1, *Security of Electronic Information Resources*.

3. REQUESTS FOR APPROVAL OF EXTERNAL EMPLOYMENT

- 3.1. Requests for approval of external employment are required for employees and must be submitted using the External Employment Application and Approval Form available online and listed in the Appendix section of this procedure. Approval must be obtained each fiscal year.
- 3.2. If the employee plans to engage with a foreign party as part of the external employment, they must have their External Employment Application and Approval Form reviewed by the Department of Risk and Compliance with a copy of the form and all supporting documentation going to the system Research Security Office in accordance with system regulation 31.05.02, *External Employment*, system regulation 15.05.04, *High Risk Global Engagements and High Risk International Collaborations*, and university rule 15.05.04.C1, *High-Risk Global Engagements and International Collaborations*.
- 3.3. Requests from staff must be approved by their immediate supervisor and the department head/chair (if different). The dean/director's approval is also required for staff working in an academic unit (e.g., college, school, library).
- 3.4. Requests from faculty members engaging in external employment that is not directly related to their academic and/or professional discipline must be approved by their department chair/supervisor and dean/director (if different).
- 3.5. If the external employment is not likely to cause a conflict of interest with ordinary duties and responsibilities and no reassigned (release) time is requested, then no additional approval is required.
- 3.6. All requests that have the potential to cause a conflict of interest require approval by the division vice president. For employees that report directly to a division vice president or the President, approval by the President is required. These requests will also be reviewed by the Chief Ethics & Compliance Officer or their designee.
- 3.7. All requests that include reassigned (release) time require approval by the division vice president. For employees that report directly to a division vice

president or the President, approval by the President is required.

3.8. Approved requests must be forwarded to Human Resources.

4. NONCOMPLIANCE

TAMU-CC employees who do not obtain approval as outlined above prior to engaging in external employment or are found to be otherwise noncompliant with this procedure or system regulation *31.05.02, External Employment* are subject to appropriate disciplinary action up to and including dismissal.

Related Statutes, Policies, or Requirements

System Policy [07.01, Ethics](#)

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

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

System Regulation [15.05.04, High Risk Global Engagements and High Risk International Collaborations](#)

System Regulation [31.05.01, Faculty Consulting and External Employment](#)

System Regulation [31.05.02, External Employment](#)

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

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

University Rule [15.05.04.C1, High-Risk Global Engagements and International Collaborations](#)

University Rule [29.01.99.C1, Security of Electronic Information Resources](#)

University Rule [31.05.01.C1, Faculty Consulting, External Professional Employment, and Conflicts of Interest](#)

This procedure supersedes:

- [31.05.02.C1.01, External Employment](#)

Appendix

[TAMU-CC External Employment Application and Approval Form](#) (Authentication required)

Contact Office

Contact for clarification and interpretation: Chief Human Resources Officer
(361) 825-2630