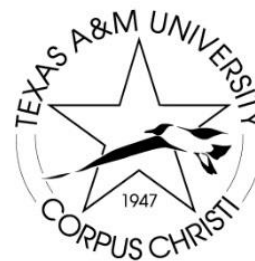


31.05.02.C0.01 External Employment

Revised: September 28, 2020

Next Scheduled Review: September 28, 2025

[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 employees of TAMU-CC and 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 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*.

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. REQUEST FOR PERMISSION FOR EXTERNAL EMPLOYMENT

- 3.1. Requests for approval of external employment are required for full-time 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 entity 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*.
- 3.3. Requests from staff must be approved by their immediate supervisor and the department head/chair (if different). The dean's approval is also required for staff working in an academic unit (e.g., colleges, library).
- 3.4. Requests from full-time faculty members engaging in external employment that is not directly related to their academic and professional discipline must be approved by their department chair/supervisor and dean (if different).
- 3.5. All requests will be reviewed by the Department of Risk and Compliance for potential conflict of interest and other compliance concerns.
- 3.6. 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.
- 3.7. 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.
- 3.8. All requests that include a request for 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.
- 3.9. Approved requests from staff must be forwarded to Human Resources. Approved requests from faculty members must be forwarded to the Office of the Provost.

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 [*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 [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](#)
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Appendix

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

Contact Office

Contact for clarification and interpretation: Director of Human Resources
(361) 825-2630