The mission of Texas A&M University-Texarkana (A&M-Texarkana) is to prepare students to engage successfully with the complex issues confronting the twenty-first century. The primary responsibility of the faculty is to promote student success through teaching, service, and research.

This rule applies to consulting and outside employment of full-time faculty members that is directly related to their academic field or discipline. Part-time and adjunct faculty members are excluded from the requirements of this rule.

Reason for Rule

The rule establishes guidelines for faculty consulting, external professional employment, and other outside activities that may constitute a conflict of interest. Such employment should serve to strengthen the individual professionally, improve the educational status of the department, and enhance the image of the University. This rule complies with requirements outlined in System Regulation 31.05.01, Faculty Consulting and External Professional Employment.

Procedures and Responsibilities

1. ETHICAL CONSIDERATIONS AND CONFLICT OF INTEREST

1.1 Faculty engaged in external employment shall adhere to the principles of ethical conduct in System Policy 07.01, Ethics.

1.2 Faculty assume responsibility for disclosing any external employment that may constitute a potential conflict of interest, as outlined in System Regulation 31.05.01, Faculty Consulting and External Professional Employment and System Policy 07.03, Conflicts of Interest, Dual Office Holding and Political Activities.

1.3 The University may require a faculty member to minimize and/or eliminate a conflict of interest should one be found. Conflicts of interest include situations pertaining to equity ownership or participation in business as well as ethical situations.

1.4 Teaching at other institutions of higher education will be approved only under extraordinary or emergency circumstances.
2. USE OF UNIVERSITY RESOURCES

Faculty shall not use University property for external consulting or professional employment activities except as permitted by System Policy 33.04, Use of System Resources and System Regulation 33.04.01, Use of System Resources for External Employment.

3. REQUEST FOR APPROVAL OF CONSULTING AND EXTERNAL PROFESSIONAL EMPLOYMENT

3.1 Requests for approval of consulting and/or external professional employment must be submitted using the System Faculty Consulting and External Professional Employment Application and Approval Form 20 business days prior to initiation of the external activity, except in the event of extenuating circumstances as approved by the Dean. Required signatures include those of the Department Chair, Dean of the College, the Provost and Vice President for Academic Affairs, and the President. Faculty shall ensure approval prior to initiation of the consulting and/or external professional employment activity.

3.2 Faculty shall furnish, upon request, additional details regarding employment, including copies of any written agreements or contracts.

3.3 No release time is granted for external consulting or external professional employment activities unless prior approval is obtained. Approval of external employment on an ongoing basis shall not exceed one year in duration.

3.4 For the purposes of this rule, the following activities are not considered as external professional employment: book reviews, journal articles, books, textbooks, textbook instructor's manuals, study guides and other textbook materials, edited volume royalties, occasional honoraria for professional lectures, presentations at conferences and other related meetings, awards, stipends for journal editorship, external program reviews at other universities/colleges, external peer reviews of faculty tenure and promotion, community service on boards and organizations that are not reimbursed, appointed positions in government agencies that are not reimbursed, occasional payments for review and assessment of proposals for awards or fellowships and stipends granted to scholar by non-governmental organizations (NGOs), governmental organizations, and community outreach. If in doubt, faculty are encouraged to gain approval before signing any contract. Such activities are subject to all applicable policies, regulations, and rules, including but not limited to System Policy 07.04, Benefits, Gifts and Honoraria.

Definitions

"Consulting and/or external professional employment" pertains to professional activity related to one's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

"Release time" refers to administratively approved time a faculty member may spend away from his or her normal work duties for the purpose of engaging in consulting or other forms of external professional employment described in the regulation and the university rule.

Related Statutes, Policies, or Requirements
Appendix

System Faculty Consulting and External Professional Employment Application and Approval Form

Contact Office

Provost and Vice President for Academic Affairs
(903) 223-3004

System Approvals*

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

Approved:

John Sharp
Chancellor

*System approvals are contingent upon incorporation of any and all System-required changes in the rule’s final posting.