



Faculty Outside Employment Guidance

The College of Arts and Sciences supports and encourages faculty to engage in outside professional activities, including consulting, that support the university's mission and/or enhance faculty members' professional skills and reputation. All outside employment is governed by the following Texas A&M University System Policies and Texas A&M Rules and SAPs:

- System Policy 31.05 *External Employment and Expert Witness*
<http://policies.tamus.edu/31-05.pdf>
- System Policy 31.05.01 *Faculty Consulting and External Professional Employment*
<http://policies.tamus.edu/31-05-01.pdf>
- System Policy 31.05.02 *External Employment*
<http://policies.tamus.edu/31-05-02.pdf>
- TAMU SAP 15.99.99. M0.02, *Conflict of Commitment*
<https://rules-saps.tamu.edu/PDFs/15.99.99.M0.02.pdf>
- TAMU RULE 31.05.01, M1 *Faculty Consulting and/or External Professional Employment*
<https://rules-saps.tamu.edu/PDFs/31.05.01.M1.pdf>

In accordance with these policies, rules, and SAPs, all outside employment must be approved in advance through Huron, unless the activity falls under the exceptions identified in section 3.3 of SAP 15.99.99. M0.02, *Conflict of Commitment*. The following examples DO NOT require official approval.

- Serving on a committee, panel or commission of a U.S. federal, state or local government agency, court, or as an appointee thereof, or U.S. nonprofit organization operating under a charter therefrom;
- Acting in an editorial capacity for a professional journal, unless compensated;
- Reviewing journal manuscripts, book manuscripts, grant or contract proposals;
- Attending and presenting talks at scholarly U.S. colloquia, conferences, and other academic and professional venues;
- Developing scholarly communications in books, journal articles, movies, television productions and similar works, even when such activities result in financial gain, consistent with intellectual property and other applicable A&M System and University policies and guidelines; and
- Serving as a committee member, board member, or an officer of a professional or scholarly organization

Texas A&M faculty are required to devote work time to fulfilling their obligations to Texas A&M University and engagement in outside activities will not detract from the performance of their duties and responsibilities. Engagement in outside activities should not exceed 8 hours per week (32 hours per month).

Faculty should not typically engage in external activities substantially similar to any portion of their employment responsibilities. Teaching at another institution, for example, will only be approved if there is a clear and demonstrable benefit to Texas A&M University. This applies both during and outside the academic year.