
FACULTY EXTERNAL EMPLOYMENT AND CONSULTING GUIDELINES

- Outside employment or consulting by employees of the Texas A&M University System is governed by [System Policy 31.05](#) and System Regulations [31.05.01](#) and [31.05.02](#), which state that faculty may engage in outside employment or consulting provided that the work does not interfere with the faculty member's Texas A&M responsibilities and that the amount of time devoted to external employment or consulting is reasonable. All external employment must have prior approval of the department head and dean. Employment is defined as "any work, advice or service wherein remuneration, services, goods, or other consideration of value is received" (31.05.02). Examples of external employment include but are not limited to appointments or affiliations with another institution, teaching a course for another institution, and consulting for a public or private entity.
- Full-time College of Liberal Arts faculty (tenured, tenure-track, and academic professional track) may be granted permission to engage in outside employment or consulting while on the University payroll so long as the work conforms to the requirements of System Policies and Regulations. Before accepting external employment a faculty member completes a [Faculty External Employment Application and Approval form](#), which is first submitted to the department head or program director and then to the Dean for approval. A copy of the offer letter or contract specifying the employment duties and compensation should be attached to the request form. Approval of external employment on an ongoing basis will be for no longer than the end of the fiscal year in which the approval is requested. Requests to approve ongoing external employment that crosses fiscal years must be approved each fiscal year.
- Faculty granted permission for external employment on a release-time basis are expected to file that time in Leave Traq. Select "leave of absence with pay" from the first drop-down menu and "external employment and consulting (faculty)" from the second drop-down menu.