


TEXAS A&M UNIVERSITY

College of Liberal Arts
Office of the Dean

August 27, 2008

MEMORANDUM

TO: Department Heads and Interdisciplinary Program Directors

FROM: Charles A. Johnson, Dean 

RE: Changes in Guidelines for External Employment and Consulting

Texas A&M University System policies and Texas A&M University's Standard Administrative Procedures (SAPs) recognize that, from time-to-time, faculty can offer their expertise to external employers or serve as consultants. Indeed, such engagements are often in keeping with the university's service mission, and they provide expanded research opportunities for faculty. System and university statements do, however, underscore that the university is the primary employer for faculty, and that time spent on external employment and consulting must be "reasonable." Furthermore, these statements require that faculty seek approval for these arrangements before they become engaged in external employment or serve in a consulting role.

To provide clearer guidance to faculty who have the opportunity to engage in external employment or consulting, the College of Liberal Arts has developed a set of guidelines to clarify what constitutes a "reasonable" commitment to these activities. Department heads will recall that these guidelines have been discussed in several meetings of the college's Executive Council. The attached guidelines are the result of those discussions.

These guidelines describe the process that faculty should follow to request permission to accept external employment or to serve as a consultant. Let me underscore that these guidelines are intended to insure that system and university policies are followed and to assure faculty that they are authorized to pursue these off-campus opportunities.

Thank you in advance for alerting members of your faculty to the college's guidelines. Please let me know if you have any questions.

Attachment

cc: Dean

Guidelines on Faculty Consulting and Outside Employment

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.
- College of Liberal Arts faculty 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 and the amount of time does not exceed an average of 16 hours per month, which the College deems "reasonable." To request permission, the faculty member must complete a Faculty External Employment Application and Approval form (attached), which must be submitted to the department head or program director and then to the Dean before accepting any form of outside employment. A copy of the appointment letter or contract specifying the employment duties and compensation must be attached to the request form. Approval of external employment on an ongoing basis will be for no more than one year in duration.
- Since full-time non-tenure-track faculty are not expected to engage in research for publication, they may normally teach one outside course per semester with department head approval. In rare cases a non-tenure-track faculty member may receive permission to teach two outside classes in a semester if he/she can demonstrate that the additional classes will not interfere with his/her full-time responsibilities at Texas A&M.