

31.05.01.W1

Faculty Consulting and/or External Professional Employment

Approved November 19, 2001

Revised February 11, 2025

Next Scheduled Review: February 11, 2030

**Supplements System Policy 31.05 and System Regulation
31.05.01**



Rule Summary

This rule applies to consulting and external professional employment by faculty members of West Texas A&M University (WTAMU) directly related to their academic and professional discipline. For unrelated external faculty employment, see System Regulation *31.05.02, External Employment*.

WTAMU having faculty positions of employment may authorize faculty consulting and/or external professional employment in accordance with this rule.

Rule

1. Procedures and Responsibilities

- 1.1. It is the obligation of faculty to obtain annual approval of all new and continuing consulting and/or external professional employment prior to entering into any agreement including, specifically, engagements that may affect system intellectual property.

- 1.2. A request for approval of external professional employment must be made to the WTAMU Executive Vice President/Provost using The Texas A&M University System (system) Faculty Consulting and/or External Professional Employment Application and Approval Form. The President must maintain all approved faculty consulting and/or external professional employment requests for the fiscal year which must be retained for the term designated in the state record retention schedule. Approval of each faculty consulting and/or external professional employment engagement will be for no more than one year in duration; approvals expire at the end of August each fiscal year.

- 1.2.1. In reviewing for approval, a proposed faculty consulting and/or external professional employment engagement, the EVPP will ensure that the faculty consulting and/or external professional employment is not reasonably expected to create a conflict of interest or present a conflict of commitment; that is, interfere with the regular work of the employee.
- 1.2.2. If a faculty member proposes to engage in faculty consulting and/or external professional employment with a foreign entity, the member will submit the proposed engagement for review to the member's export controls empowered official prior to submission to the EVPP. When the member submits the faculty member's proposed engagement to the member export controls empowered official, a copy of the faculty member's application and approval form and supporting documentation will also be provided to the System Research Security Office. Additionally, if the proposed external employment is with an entity located in a country of concern, the external employment request must be reviewed and approved in accordance with System Regulation 15.05.04, *High Risk Global Engagements and High Risk International Collaborations*.
- 1.3. Use of WTAMU property, as governed by System Regulation 33.04.01, *Use of System Resources for External Employment*, is not permitted for external consulting or professional employment activities, unless in accordance with and as provided in Section 1.1 of System Regulation 33.04.01.
- 1.4. No release time is granted for external consulting or professional employment activities unless prior approval is obtained. Annual leave should be taken if the faculty member accrues annual leave, and the activity occurs during normal business hours. Activity outside normal business hours may be limited by appropriate supervisors if these activities are limiting the performance of primary duties.
- 1.5. Ten workdays per semester may be allowed for work on outside activities if, appropriate signatures for approval are attained prior to external employment.
- 1.6. Teaching at another institution is not acceptable and constitutes a conflict of interest.
- 1.7. Requests for internal faculty consulting must be governed by System Regulation 33.99.07, *Internal Faculty Consulting and Professional Services*.

Related Statutes, Policies, or Requirements

[System Policy 31.05, External Employment and Expert Witness](#)

[System Regulation 31.05.01, Faculty Consulting and/or External Professional Employment](#)

[System Regulation 31.05.02, External Employment](#)

[System Policy 33.04, Use of System Resources](#)

[System Regulation 33.04.01, Use of System Resources for External Employment](#)

[System Regulation 33.99.07, Internal Faculty Consulting and Professional Services](#)

[System Policy 15.02 Export Control Program Management](#)

[System Regulation 15.05.04 High Risk Global Engagements and High Risk International Collaborations](#)

[WTAMU Rule 15.02.99.W1 Export Controls](#)

[WTAMU Rule 15.05.04.W1 High Risk Global Engagements and High Risk International Collaborations](#)

Definitions

Definitions are adopted from the current version of [System Regulation 31.05.01](#)

Appendix

[System Faculty Consulting and/or External Professional Employment Application and Approval Form](#)

Revision History

Approved November 19, 2001

Revised February 1, 2016

Revised September 3, 2020

Revised February 11, 2025

Contact Office

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Approval Office

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Approval Signature



2.07.2025

President/CEO

Date

System Approvals*

Approved for Legal Sufficiency:

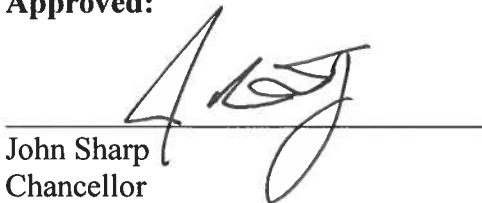


Ray Bonilla
General Counsel

2/7/2025

Date

Approved:



John Sharp
Chancellor

2/11/25

Date

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