

Outside Employment and Consulting Application and Approval

Employee name: _____
First *Middle* *Last*

Title: _____

Department: _____

I request permission to accept outside employment and/or consulting work. The proposed employment will not interfere with my assigned duties. In such outside employment, I will act as an individual and not as a representative of The Texas A&M University System.

1. Employing firm, agency or individual: _____

2. Nature of work: _____

3. Basis for requesting release time, if applicable (discuss remuneration, value to System, professional enhancement):

4. Period of request: _____ through _____
Date *Date*

Total work days for period: _____

Total work days (including previous approvals): _____

5. Equity ownership involved? _____ If so, the amount and type of equity interest owned: _____

Note: Requests will not be approved for a period of longer than one year and all authorizations will terminate August 31.

I understand that consulting/outside employment may not be undertaken on that portion of time covered by federal grants or contracts. I further understand that this request applies only to that portion of my time for which I am employed by The Texas A&M University System. I agree to furnish reports and additional details of employment as required.

I fully agree and understand that official release time is contingent upon this activity being of value to The Texas A&M University System and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation or accumulated compensatory time for such absences.

I certify that there will be no conflict of interest between this outside employment and my responsibilities as an employee of The Texas A&M University System. I also certify that this employment/consulting work will be conducted at no expense to The Texas A&M University System.

I have read System policies 07.01, Ethics Policy, and 31.05, Outside Employment and Expert Witness, and System Regulation 31.05.02, Outside Employment, and agree to conduct my outside employment/consulting in accordance with the provisions contained therein.

Employee signature

Social Security number

Date

Approval recommended: Release time basis? Yes _____ No _____

Department head

Date

Approved: Release time basis? Yes _____ No _____

Date

Date

President/Chief Executive Officer of System Component

Date