



## **31.05.01.W1/AA Faculty Consulting, External Professional Employment, and Conflicts of Interest**

Approved November 19, 2001

Revised February 1, 2016

Supplements System Policy 31.05 and System Regulation 31.05.01

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### **Rule Statement**

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

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### **Rule Statement**

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West Texas A&M University having faculty positions of employment may authorize faculty consulting and/or external professional employment in accordance with this rule.

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### **Procedures and Responsibilities**

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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.
2. A request for approval of external professional employment must be made to the WTAMU Provost using the [System Faculty Consulting and External Professional Employment Application and Approval Form](#). The President shall maintain all approved faculty consulting and/or external professional employment requests for the fiscal year which shall 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.
3. Use of West Texas A&M University 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 Regulation 33.04.01.
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 performance of primary duties.

5. Ten workdays per semester may be allowed for work on outside activities, if appropriate signatures for approval are attained prior to external employment.
6. Teaching at another institution is not acceptable and constitutes a conflict of interest.
7. Requests for internal faculty consulting shall be governed by *System Regulation 33.99.07, Internal Faculty Consulting and Professional Services*.

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## **Related Statues, Policies, or Requirements**

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

[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](#)

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## **Definitions**

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Consulting and/or external professional employment – professional activity related to one’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

Release time – administratively approved time that a faculty member may spend away from his or her normal work duties for the purpose of engaging in consulting and/or external professional employment.

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## **Contact Office**

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## **Approval**

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President/CEO

Date: February 9, 2016