

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

*Approved 11/19/01*

*Supplements System Policy 31.05 and System Regulation 31.05.01*

1. West Texas A&M University is governed by The Texas A&M University System's *System Policies and Regulations Manual (SPRM)*. The University has a rule on faculty consulting and external professional employment for local matters not detailed in the SPRM.
2. Full-time faculty members must submit the University form, "Faculty Consulting, External Professional Employment and Conflicts of Interest," for any external employment activity, with all appropriate signatures for approval, to the office of academic affairs prior to initiation of any external activity.
3. Use of West Texas A&M University property, as governed by System Regulation No. 33.04.01, is not permitted for external consulting or professional employment activities.
4. No release time is granted for external consulting or professional employment activities unless prior approval is obtain. 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.

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CONTACT FOR INTERPRETATION: Provost/Vice President for Academic Affairs