

The Texas A&M University System  
**External Employment and Consulting  
Application and Approval**

HR 202A  
(4/03)

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

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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. Name and address of 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 release time requested for period: \_\_\_\_\_

Total release time (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 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.

Check one:

Nonfaculty

*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 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.*

Faculty

*I feel that my value as a faculty member and my own professional status will be enhanced and improved by the proposed outside professional activity.*

*I have read System policies 07.01, Ethics Policy, and 31.05, Outside Employment and Expert Witness, and System Regulation 31.05.01, Faculty Consulting, External Employment and Conflicts of Interest, 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*