

THE UNIVERSITY OF TEXAS AT TYLER

REQUEST FOR PRIOR APPROVAL OF OUTSIDE EMPLOYMENT/
CONSULTATION/ APPOINTMENT/ POSITIONS,
INCLUDING SELF EMPLOYMENT

Name: _____

Title: _____

Department: _____

Approval is requested for permission to engage in the following outside employment activity:

Employing Firm, Person, or Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Briefly describe work to be preformed: _____

Amount of time to be spent in outside employment per week: _____

Proposed employment will begin: _____ and continue through: _____

If employment is with state or federal government, please complete:

Compensation to be received is: _____

University equipment may not be used for consulting purposes by any member of the faculty or staff without express approval as outlined below. In unusual cases where a very unique piece of equipment is not otherwise available, such usage may be authorized, assuming availability of the equipment and adequate compensation to the University. In such cases, the faculty or staff member making the request must describe the University equipment to be used and justify its request. In no case, is the rate of compensation to be negotiated by the faculty or staff member. Such negotiations will be between the Business Office of the University and the entity contracting with the faculty or staff member to consult. Negotiations for use of equipment and rate of compensation will not occur until final approval has been given to the Request for Prior Approval of Outside Employment/ Consultation/ Appointment/ Positions, Including Self Employment.

I acknowledge that I have read and will abide by the applicable Regents' *Rules and Regulations* (Part One, Chapter III, Section 13) outlined on page 2 of this form.

Signed: _____ Date: _____

APPROVAL RECOMMENDED BY:

Department/ Division Administrator Date

Dean/ Other Administrative Official Date

Provost/ Vice President for Academic Affairs Date

President Date

REGENTS' RULES AND REGULATIONS, PART ONE, CHAPTER III:

SECTION 13. OUTSIDE EMPLOYMENT

1. Members of the faculty or staff of component institutions should not be discouraged from accepting appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions. The consideration to the System of such activity is the improvement of the individual by virtue of his or her continuing contact with nonacademic problems in the nonacademic world.
2. Members of the faculty or staff should be discouraged from accepting regular employment with units outside the System because this action would be divisive of loyalties and does not provide the return to the institutions indicated in section 13.1.
3. Conflict of interest should be avoided in all instances of outside employment, but conflict of interest in an academic institution means outside activity which intrudes upon the academic functions of teaching, scholarly activities, and service to the institution.
4. Even in the case of members of the staff specifically engaged only in residence work, there exists an obligation, usually intermittent, to furnish expert knowledge and counsel for public benefit free of charge, provided that the meeting of this obligation by a faculty or staff member does not interfere with his or her regular duties, and provided further that in meeting this obligation a faculty or staff member on full-time duty shall avoid undue competition with legitimate private agencies.
5. No member of the faculty or staff engaged in outside remunerative activities shall use in connection therewith the official stationery of the System or any of its component institutions, or give as a business address any building or department of the institution.
6. No member of the faculty or staff shall accept employment or any position of responsibility if the discharge of such employment or responsibility will be antagonistic to the interests of the State of Texas or the System or any of its component institutions.
7. Every member of the faculty or staff who gives professional opinions must protect the System and its component institutions against the use of such opinions for advertising purposes. That is, when the employee does work in a private capacity, the employee must make it clear to those who employ him or her that the work is unofficial and that the name of the System and its component institutions is not, in any way to be connected with the employees name, exceptions being made of the name of the author attached to books, pamphlets, and articles in periodicals.
8. No member of the faculty or staff shall accept pay from private persons or corporations for tests, assays, chemical analyses, bacteriological examinations, or other such work of a routine character, which involve the use of property owned by the System or its component institutions, unless advance permission has been obtained from the chief administrative officer and provision has been made for compensation to the System or its component institutions.
9. No member of the full-time staff of the System on a twelve-month or nine-month basis shall be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary until a description of the nature and extent of the employment has been filed with an approval by appropriate administrative officials as set forth in the institutional *Handbook of Operating Procedures* of each component institution. For special provisions relating to other state or federal employment, see Subsections 13.(10), 13.(11), and 13.(12) of this section.
10. Subject to the other provisions of this Section, a member of the faculty or staff may hold other non-elective offices or positions of honor, trust, or profit with the State of Texas or the United States if holding the other offices or positions is of benefit to the State of Texas or is required by state or federal law, and if there is no conflict between holding the office or position and holding the original office or position for which the member of the faculty or staff receives salary or compensation.
11. Before a member of the faculty or staff may accept an offer to serve in other non-elective offices or positions of honor, trust, or profit with the State of Texas or the United States, the member of the faculty or staff must obtain from the appropriate administrative officials and the Board, a finding that the requirements of this Section have been fulfilled, including the expected additional compensation to be received from such service. The finding of the Board shall be recorded in the official minutes of the meeting of the Board at which approval was granted.
12. The chief administrative officer must keep a record of compensation received from additional state or federal employment, or both, including specifically: salary, bonuses, and per diem or other types of compensation.