The Texas A&M University System
System Offices

HR 202A
(10/21)

External Employment Application and Approval Form

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

Employee name: _____
First *Middle* *Last*

Title: _____

Department: _____

I request permission to accept external employment. The proposed employment will not interfere with my assigned duties. In such external employment, I will act as an individual and not as a representative of The Texas A&M University System, and, if I am a faculty member, such external employment is not directly related to my professional discipline.

1. Name and address of employing firm, agency or individual: _____

_____

2. Nature of work (include where the work will be performed): _____

_____

_____

3. Release time requested? ☐ Yes ☐ No. If yes, the following is my basis for requesting release time (provide remuneration, value to System, professional enhancement):

_____

_____

_____

4. Select the amount of expected compensation or value received for external employment.

☐ $0 ☐ >$0-$5,000 ☐ >$5,000-$10,000 ☐ >$10,000-$25,000 ☐ >$25,000-$50,000 ☐ >$50,000

Note: External Employment requests will not be granted for a period longer than one year. All authorizations, regardless of length, will terminate on August 31 of the current fiscal year. All employees/faculty members must reapply for authorization each fiscal year, defined as September 1 – August 31.

5. Period of request: _____ through _____
Date *Date (No later than August 31 of current fiscal year)*

Total release time requested for period (if none requested, state N/A): _____

Total release time (including previous approvals): _____

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

_____

I understand that external 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 external employment and my responsibilities as an employee of The Texas A&M University System. I also certify that this external employment will be conducted at no expense to The Texas A&M University System.

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, as applicable.

I certify that I have read System Policies *07.01, Ethics*, and *31.05, External Employment and Expert Witness*, and System Regulation *31.05.02, External Employment*, and agree to conduct my external employment in accordance with the provisions contained therein, including the requirement that I will not engage in external employment prior to receiving the requisite approvals.

If I am a faculty member, I certify that all external employment requested will not be directly related to my professional discipline.

_____

Employee signature

_____ _____

Universal Identification Number *Date*

Approval recommended: Release time recommended? Yes ☐ No ☐

_____ _____

Department Head *Date*

_____ _____

OGC Legal Sufficiency Review *Date*

Approved: Release time approved? Yes ☐ No ☐

_____ _____

Executive Committee Member *Date*

_____ _____

Chancellor or designee (applicable for Executive Committee Member's request) *Date*

The completed form should be forwarded to System Offices Human Resources for the employee's personnel file.