

## Faculty Consulting and External Professional Employment

**Final Approval: August 9, 2021**

The Texas A&M University System requires a faculty member to disclose certain activities (including **teaching, research and service**) outside a faculty member's appointment with Texas A&M University. Additional details and formal requirements are available at the links below. This guidance applies to activities conducted during the fiscal year, regardless of length of the faculty member's appointment (e.g., 9 months, 11 months, etc.).

### **Complying with the [University Conflict of Commitment Standard Administrative Procedure \(SAP\) 15.99.99.M0.02](#):**

A Conflict of Commitment (COC) exists when a faculty or staff member's external relationships or activities have the possibility (either in actuality or in appearance) of interfering or competing with Texas A&M's educational, research, or service missions, or with that individual's ability or willingness to perform the full range of duties and responsibilities associated with his or her position. It includes the performance of duties for an external entity substantially similar to or in competition with any portion of the individual's employment responsibilities (such as another institution of higher education) as described in the individual's position description, letters of appointment, and workload assignments. Disclosures should be submitted using the [Conflict of Commitment Form](#) directly to your department head for faculty members and to the Chief Academic Officer for faculty administrators for approval prior to routing to the COI (Conflict of Interest) Official.

### **Complying with the Recently Updated External Employment Regulations Expanding the Scope of Activities Subject to Prior Approval and Requiring Export Controls Review of Consulting/Employment Involving a Foreign Entity:**

A&M System Regulation [31.05.01 Faculty Consulting and/or External Professional Employment](#) and [University Rule 31.05.01.M1 Faculty Consulting and/or External Professional Employment](#) state that consulting and external professional employment **may be authorized only if approved in advance** according to appropriate procedures and only if all other conditions listed in [System Policy 31.05, External Employment and Expert Witness](#), and related System regulations are met, using the [System Faculty Consulting and/or External Professional Employment Application and Approval form](#).

In addition, the regulation was recently revised to require export controls review of any faculty consulting and/or otherwise participating in **external professional employment with a foreign entity**. This review must be conducted by TAMU Export Control Office prior to submission of the request to the Chief Academic Officer for review and approval.

In reviewing for approval a proposed faculty consulting and/or external professional employment engagement, the Department Head and Chief Academic Officer will ensure that the faculty consulting and/or external professional employment is not reasonably expected to create a **conflict of interest or present a conflict of commitment**. That is, it is judged not likely to interfere with the regular work of the employee.

### Routing Process

Annually, faculty members should complete the System Faculty Consulting and/or External Professional Employment Application and Approval form when it applies to their activities and submit to their Department Head.

The Department Head will review and if authorized, will forward with their signature to the Chief Academic Officer. The Chief Academic Officer will review and if the faculty consulting and/or external professional employment is not reasonably expected to create a conflict of interest or present a conflict of commitment\*, will approve the activity by signature.

Once the form has all three signatures (faculty member, department head and CAO), Academic Affairs administrative support will provide a copy to the faculty member, department head and the Executive Director of Human Resources for the personnel file.

\*If the activity to be conducted is with a foreign entity, a Conflict of Commitment also exists and the faculty member will work with Research & Graduate Studies export control to report using the Conflict of Commitment form. The Conflict of Interest (COI) Official will route the completed form after CAO signature to [coi@tamu.edu](mailto:coi@tamu.edu). A copy of the completed Conflict of Commitment form should also accompany the System Faculty Consulting and/or External Professional Employment Application and Approval form when it routes for Department Head and CAO approval.

### Forms

[System Faculty Consulting and/or External Professional Employment Application and Approval form](#)

[Conflict of Commitment Form](#)

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**Related Statutes, Policies, or Requirements**

[System Policy 31.05.01 Faculty Consulting and/or External Professional Employment](#)

[University Rule 31.05.01.M1 Faculty Consulting and/or External Professional Employment](#)

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

[System Policy 33.99.07 Internal Faculty Consulting and Professional Services](#)

[University Standard Administrative Procedure 15.99.99.M0.02 Conflict of Commitment](#)

[System Policy 15.01.03 Financial Conflicts of Interest in Sponsored Research](#)

[University Rule 15.01.03.M1 Financial Conflicts of Interest in Sponsored Research](#)