



### External Employment Application and Approval Form

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact hrpolicy@tamu.edu or (979) 862-3331.

**This form is applicable to all employees of Texas A&M University other than faculty covered by System Regulation 31.05.01, Faculty Consulting, External Employment and Conflicts of Interest, and is applicable to external employment by faculty members that is not directly related to their professional discipline.**

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 Texas A&M University, 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:

\_\_\_\_\_

3. Release time requested? \_\_\_\_Yes \_\_\_\_No. If yes, the following is my basis for requesting release time (provide remuneration, value to the University, professional enhancement):

\_\_\_\_\_

4. Equity ownership involved? \_\_\_\_Yes \_\_\_\_No. If yes, the amount and type of equity interest owned:

\_\_\_\_\_

**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 faculty and nonfaculty employees 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): \_\_\_\_\_

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 Texas A&M University. 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 Texas A&M University. I also certify that this external employment will be conducted at no expense to Texas A&M University.

I fully agree and understand that official release time is contingent upon this activity being of value to Texas A&M University and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation, accumulated compensatory time, or other eligible leave 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 (UIN)*

\_\_\_\_\_  
*Date*

**APPROVAL RECOMMENDED:**

Release time recommended?  Yes  No

\_\_\_\_\_  
*Supervisor signature*

\_\_\_\_\_  
*Date*

**APPROVED:**

Release time approved?  Yes  No

\_\_\_\_\_  
*Department Head (for Nonfaculty) / Dean (for Faculty) signature*

\_\_\_\_\_  
*Date*

**SUBMIT FORM TO:**  
Your department's HR Liaison

**NEED HELP?**  
**Nonfaculty:** Policy & Practice Review  
Phone (979) 862-3331  
[hrpolicy@tamu.edu](mailto:hrpolicy@tamu.edu)

**Faculty:** Dean of Faculties  
Phone (979) 845-4274  
[dof@tamu.edu](mailto:dof@tamu.edu)