



Angelo State University
Operating Policy and Procedure

OP 06.17: Other Employment, Faculty Consulting, and Public Offices

DATE: January 8, 2018

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish the university policy regarding other employment, faculty consulting, and the holding of public offices by university employees.

REVIEW: This OP will be reviewed in November every three years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December of the same year.

POLICY/PROCEDURE

1. Outside Employment

Section 03.07, Regents' Rules

Outside employment is defined to be any compensated service or employment by any entity, other than the university, of a university employee.

- a. The primary responsibility of university employees is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills. Outside employment must be compatible with the interests of the university and of such a nature that it will not detract from the effectiveness and performance of the employee.
- b. Faculty shall not engage in outside employment that will interfere with university assignments, including teaching, research, office hours, consulting with students and/or faculty, committee assignments, or other duties designated by the vice president, dean, or department head. Outside employment is considered an overload and must be pursued outside of the faculty member's normal work constraints. Therefore, the amount of time involved and absence from the campus while rendering outside services are of primary concern. The faculty's absence from campus duties ordinarily should not exceed eight hours per week. This policy does not dictate the time commitment of a faculty member to other employment, only the faculty member's absence from Angelo State University.
- c. Before a faculty member may engage in any form of outside employment, prior written approval of the dean of the college through normal administrative channels is required. The *Request for Approval of Outside Employment* (See Attachment) form is to be used for this purpose. If the proposed outside employment involves dual office holding as defined by V.T.C.A., Government Code Chapter 574 or multiple employment as defined by Government Code Chapter 666, the employment also requires the prior written approval of the president. Requests for approval should clearly describe the nature of the

employment and the time required. Whenever outside employment continues for an extended period of time, approval for such employment must be obtained annually.

- d. Regular outside employment by faculty is discouraged and may be pursued only in exceptional cases with the prior written approval of the president.
- e. With the prior written approval of the PVPAA, a special exception to this 20% limit may be authorized on a temporary basis not to exceed 30 calendar days during which the overload may be up to 30% of the normal work week. This temporary overload is intended to allow appropriate short-term intensive consulting where completion of the consulting work in a short time period is essential. Not more than one such exception to the 20% overload policy shall be granted for an employee during any fiscal year.
- f. The dean of the college shall file with the Office of the President through normal administrative channels for inclusion in the employee's personnel file a copy of the written approval for all outside employment.

2. Public Offices

In accordance with Article 16, § 40 (c), *The Texas Constitution*, and Chapter 574, *Texas Government Code*

a. Non-Elective Offices

An employee may hold other non-elective offices or positions of honor, trust, or profit with the state of Texas or the United States, if holding 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 employee receives salary or compensation.

Before an employee 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 employee must obtain from the appropriate administrative officials and the Board of Regents a finding that the requirements of this section have been fulfilled, including expected additional compensation to be received from such service. The finding of the Board of Regents shall be recorded in the official minutes of the meeting of the Board at which approval was granted.

An employee desiring to accept an offer to serve in other non-elective offices or in a position of honor, trust, or profit with the state of Texas or the United States should submit a letter of request through administrative channels for Board of Regents consideration.

b. Elective Offices

Employees may hold non-salaried public elective offices providing they meet their primary responsibilities to the university. An employee who is elected or appointed to another position that pays a salary and the two positions are such that they cannot be held at one time by the same person, qualification and acceptance for the second position will automatically be considered as a resignation of employment with Angelo State University.

3. Other University Employment

An individual in non-faculty status may be employed part time by two or more university departments provided the combined total of normally assigned hours of work does not exceed 40 hours per week (100 percent time) and all other conditions of employment are met. A full-time employee employed to work in excess of 40 hours per week (100 percent time) must be compensated in accordance with normal overtime or additional compensation policies.

4. Faculty Consulting

It is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be sought outside the university. Hence, with prior approval of administrative authorities, a staff member may do outside work for pay during the months of regular employment. However, such work must not interfere with normal duties, including those extra responsibilities expected of all faculty members. Therefore, the amount of time involved and absence from the campus while rendering outside services are of primary concern. This ordinarily should not exceed eight hours per week.

Before a faculty member may engage in outside consulting for pay, prior written approval of the dean of the college through normal administrative channels is required. The *Request for Approval of Outside Employment* (See Attachment) form is to be used for this purpose.

5. Procedure

Each administrative officer shall be responsible for devising procedures and/or other appropriate methods for enforcement of this policy within individual areas of responsibility.

Attachment: [Request for Approval of Outside Employment](#)