

1. GENERAL

The following guidelines are in compliance with the *Rules and Regulations* of The Texas State University System, which would take precedence in the event of a conflict with this academic policy statement.

2. OUTSIDE EMPLOYMENT

- 2.01 Faculty members may accept appropriate appointments of a consultative or advisory capacity as long as such activities do not conflict with the individual's work at the University or conflict with the interests of the University. The consideration to the University of such activity is the improvement of the individual by virtue of continuing contact with nonacademic problems in the nonacademic world.
- 2.02 Members of the faculty should be discouraged from accepting regular employment outside the University because this action does not directly benefit the University as indicated in paragraph 2.01.
- 2.03 Conflict of interest must be avoided in all instances of outside employment, but conflict of interest in an academic institution occurs when the activity interferes with or undermines the faculty member's contribution to the University or is otherwise contrary to the interests of the University.
- 2.04 No member of the faculty engaged in outside remunerative activities shall use in connection therewith the official stationery, supplies, equipment, personnel services, or other resources of the University.
- 2.05 Every member of the faculty who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member must make it clear to the employer that such work is unofficial and that the name of the University is not in any way to be connected with the faculty member's name unless prior approval for such use has been authorized by the President of the University. Exceptions may be made for the name of the author attached to books, pamphlets, and articles in periodicals, and the identification of an individual in publications of corporations or companies related to service as a member of an advisory council, committee, or board of directors.

- 2.06 No member of the faculty shall accept remuneration of any kind from private persons or public corporations or any third party for the performance of tests, assays, chemical analyses, computer programming, bacteriological examinations, or other work without written approval. In evaluating such a request, the Provost and Vice President for Academic Affairs shall consider paragraph 2.01 of this document to determine if this activity is in the best interests of the University.
- 2.07 Before a member of the faculty may accept an offer of continuing regular employment with the State of Texas or the United States, the faculty member must obtain from the President of the University a finding that such dual employment: (1) either benefits the State of Texas or is required by State or federal law and (2) ensures there is no conflict between the two positions. The President will make a similar finding before the University hires a person as a continuing regular employee who is simultaneously employed by the State of Texas or the United States. The President will report his findings to the Board of Regents at its next regular meeting.
- 2.08 A faculty member may not engage in any outside work or receive compensation from an outside source that creates a conflict of interest with the faculty member's duties at the University. The faculty member shall notify the Provost and Vice President for Academic Affairs of such activity.
- 2.09 This academic policy statement will be incorporated into the SHSU *Faculty Handbook*.

Attachment—Request for Approval for Outside Employment

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 11/26/07

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date August 11, 1986
Reviewer(s): Council of Academic Deans
 Academic Policy Council

Review Cycle: August 1, ENY*
Review Date: August 1, 2008

Approved: _____ /signed/
 David E. Payne
 Provost and Vice President
 for Academic Affairs

Date: _____ 11/21/07

*ENY = Even Numbered Year