1. PURPOSE

This policy outlines the guidelines governing outside employment by all faculty members at Sam Houston State University.

2. OUTSIDE EMPLOYMENT

2.01 Faculty members should not be discouraged from accepting 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 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. Conflict of interest means any outside activity which intrudes upon the faculty member’s responsibility to 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 corporations or any third party for the performance of tests, chemical/biological or physical assays, examinations, analyses, computer programming, or other work that involves the use of property owned by SHSU, without written approval.
2.07 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.

2.08 Faculty members shall complete a Request for Approval for Outside Employment form and obtain written approval from the Provost before beginning any outside employment.

2.09 This academic policy statement will be incorporated into the SHSU Faculty Handbook.

Attachment—Request for Approval for Outside Employment

APPROVED: <signed> Dana G. Hoyt

DATED: 12/10/18

CERTIFICATION STATEMENT

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listed below and represents SHSU’s Division of Academic Affairs’ policy from the date of this document until superseded.

Original: August 11, 1986              Review Cycle: Five years*
Reviewer(s): Council of Academic Deans    Review Date: Fall 2023
       Faculty Senate
       Academic Affairs Council

Approved: <signed> Date: 12/11/18
       Richard Eglsaer
       Provost and Vice President
       for Academic Affairs

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.
SAM HOUSTON STATE UNIVERSITY
REQUEST FOR APPROVAL FOR OUTSIDE EMPLOYMENT

Name __________________________ Organizational Unit __________________________

Dates of Outside Employment: Beginning____________________ Ending August 31, ______

Nature of Outside Employment ______________________________________________________

________________________________________________________________________________

________________________________________________________________________________

How many hours in the average month will you be involved in outside employment? _______

When is this work typically done, e.g., Saturdays, evenings, etc.? __________________________

________________________________________________________________________________

________________________________________________________________________________

The proposed outside employment is in complete accord with the current policy on outside employment as stated in Chapter V, Paragraphs 4.83 and 5.4 of the revised Rules and Regulations, Board of Regents, The Texas State University System, and Sam Houston State University Academic Policy Statement 860811, Outside Employment for Faculty. Employee understands any approval is limited to the academic year of the request and that a new request must be submitted annually, even for engagement in work similar to that previously approved.

_________________________________________ Date ____________________
Signature of Employee Making Request

____________________________ Date ____________________
Chair/Director ______ Approval Recommended  ______ Disapproval Recommended

____________________________ Date ____________________
Dean/Director/Associate Vice President ______ Approval Recommended  ______ Disapproval Recommended

____________________________ Date ____________________
Provost and Vice President for Academic Affairs ______ Approval Recommended  ______ Disapproval Recommended