

## 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.



