

1. PURPOSE

This policy provides guidelines for full-time faculty seeking outside employment while under contract with Sam Houston State University (“SHSU” or “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.
- 2.02 Members of the faculty are discouraged from accepting regular employment outside the University when 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 or business ownership. Conflict of interest means any outside activity which intrudes upon the faculty member's responsibility to the University. *See Subparagraph 2.4 of Chapter V and Chapter VIII (Ethics Code) of the Texas State University System Rules & Regulations.*
- 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 Texas State University System (“System”) or the University.
- 2.05 Every member of the faculty who gives professional opinions must protect the System and 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 System and/or the University are 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 the System or 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. A conflict of interest includes the actions prohibited in *See Subparagraph 3.2 of Chapter VIII (Ethics Code) of the Texas State University System Rules & Regulations*. The faculty member shall notify the President or their designee of such activity.
- 2.08 In accordance with HR-01, *Conflicts of Interest*, faculty members shall complete HR's *Outside Employment Request* form and obtain written approval from the Provost and Sr. Vice President for Academic Affairs before accepting any outside employment. Approval of outside employment is for the fiscal/academic year in which requested and must be renewed for following years. A new form must be submitted, and approval obtained prior to any substantial change in the scope of the outside employment or increase in the time commitment required.
- 2.09 Failure to seek approval may result in disciplinary action in accordance with HR-07, *Employee Relations and Discipline*.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 01/10/2024

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
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2028

Approved: <signed>
Michael T. Stephenson, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 01/02/2024

*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.

