

College of Geosciences Consulting, External Teaching, and Other Employment

Overview

Consulting activities, additional non-assigned teaching external to the Department and College, volunteer activities, and other employment are forms of professional activities that can have great value to both the individual and his/her institution. Thus, a limited amount of consulting, extra teaching, volunteer service, and/or other employment is considered a standard professional activity and encouraged within reason, as long as these activities do not detract from the faculty member carrying out his/her regular duties and responsibilities.

All consulting activities, teaching beyond the assigned teaching load, volunteer service and other employment are governed by all pertinent Texas A&M System Policies (SP) and Regulations (SR) and University Rules (UR including the following: SP 31.05 External Employment and Expert Witness; SR 31.05.01 Faculty Consulting, External Employment and Conflicts of Interest; SR 31.05.02 External Employment, SP 33.04 Use of System Property; SR 33.04.01 Use of System Resources for External Employment; SR 33.99.07 Internal Faculty Consulting and Professional Services; and UR 31.01.01.M3 Continuing Education Activities Conducted By the University.

College Requirements

In supplement to the Texas A&M System and University policies, the College of Geosciences requires the following:

- Any combination of consulting, external teaching, volunteer service, or other employment activities that will consume on average more than one (1) working day per month while under College contract (ex: more than 9 days per year for a faculty member with a 9 month academic appointment or more than 12 days per year for a 12-month employee) requires prior written approval by the Head of the Department and the Dean of the College of Geosciences. Requests for approval should be submitted as soon as projected consulting, external teaching, volunteer service, or other employment activity days are anticipated to exceed the maximum allowance. This internal College request does not take the place of any prior approval requirements as outlined in Section 6 Requesting Permission for External Professional Employment under SR 31.05.01 Faculty Consulting, External Employment and Conflicts of Interest; Section 3 under SR 31.05.02 External Employment; and Section 4 under SR 33.99.07 Internal Faculty Consulting and Professional Services.
- All tenured and tenure-track faculty members are required to complete and sign a College of Geosciences' summary report (attached) by 31 August each year. The

Adopted: 2 December 2005

form will summarize all consulting, extra teaching, volunteer service, and other employment activities for the preceding fiscal year, including type of activity; name, contact information, and location of activity/employer; dates; number of days; and whether activity was for remuneration or not.

- Faculty members who anticipate that any combination of consulting, external teaching, volunteering, and employment will yield more than \$15,000 per year in fees, honoraria, or other supplemental income are required to seek prior approval in writing from the Dean of the College.

Modification of Policy and Procedures

This policy and associated college procedures will be reviewed on a periodic basis and modified as deemed necessary by the Dean. The Dean's Office will communicate all changes to the units.

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College of Geosciences
Annual Report of
Consulting, External Teaching, Volunteering and Other Employment

Name: _____ Title: _____ Department: _____

<i>Date(s)</i>	<i>Company, Agency, Etc</i>	<i>Contact Person (phone, email)</i>	<i>Activity</i>	<i>CLGE work hours</i>	<i>Compensation (yes or no)</i>

Signature of Faculty

Signature of Head of Department