

# Model External Employment Application and Approval Form

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

Employee name: \_\_\_\_\_  
*First Middle Last*

Title: \_\_\_\_\_

Department: \_\_\_\_\_

I request permission to accept external employment. The proposed employment will not interfere with my assigned duties. In such external employment, I will act as an individual and not as a representative of The Texas A&M University System, and, if I am a faculty member, such external employment is not directly related to my professional discipline.

1. Name and address of employing firm, agency or individual: \_\_\_\_\_  
\_\_\_\_\_

2. Nature of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Release time requested? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, the following is my basis for requesting release time (provide remuneration, value to System, professional enhancement):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: External Employment requests will not be granted for a period longer than one year. All authorizations, regardless of length, will terminate on August 31 of the current fiscal year. All employees/faculty members must reapply for authorization each fiscal year, defined as September 1 – August 31.**

4. Period of request: \_\_\_\_\_ through \_\_\_\_\_  
*Date Date (No later than August 31 of current fiscal year)*

Total release time requested for period (if none requested, state N/A): \_\_\_\_\_

Total release time (including previous approvals): \_\_\_\_\_

5. Equity ownership involved? \_\_\_\_\_ If so, the amount and type of equity interest owned: \_\_\_\_\_  
\_\_\_\_\_

I understand that external employment may not be undertaken on that portion of time covered by federal grants or contracts. I further understand that this request applies only to that portion of my time for which I am employed by The Texas A&M University System. I agree to furnish reports and additional details of employment as required.

I certify that there will be no conflict of interest between this external employment and my responsibilities as an employee of The Texas A&M University System. I also certify that this external employment will be conducted at no expense to The Texas A&M University System.

I fully agree and understand that official release time is contingent upon this activity being of value to The Texas A&M University System and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation or accumulated compensatory time for such absences, as applicable.

I certify that I have read System Policies 07.01 *Ethics*, and 31.05 *External Employment and Expert Witness*, and System Regulation 31.05.02 *External Employment*, and agree to conduct my external employment in accordance with the provisions contained therein, including the requirement that I will not engage in external employment prior to receiving the requisite approvals.

If I am a faculty member, I certify that all external employment requested will not be directly related to my professional discipline.

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Universal Identification Number*

\_\_\_\_\_  
*Date*

**Approval recommended:** Release time recommended? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
*Department Head*

\_\_\_\_\_  
*Date*

**Approved:** Release time approved? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President/Chief Executive Officer of System Member or Designee*

\_\_\_\_\_  
*Date*