



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 32.07: Other Employment, Faculty Consulting, and Public Offices

DATE: September 17, 2007

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the university policy regarding other employment, faculty consulting, and the holding of public offices by university employees.

REVIEW: This OP will be reviewed in October of odd-numbered years by the senior vice provost for academic affairs with recommended revisions forwarded to the provost/senior vice president for academic affairs by November 15.

POLICY/PROCEDURE

1. Policy

- a. Outside Employment
Section 03.05, *Regents' Rules*

Outside employment is defined to be any compensated service or employment by any entity, other than the university, of a university employee.

The primary responsibility of university employees is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills. Outside employment must be compatible with the interests of the university and of such a nature that it will not detract from the effectiveness and performance of the employee.

- b. Non-elective Offices
In accordance with Article 16, § 40 (c), *The Texas Constitution*, and Chapter 574, *Texas Government Code*

An employee may hold other non-elective offices or positions of honor, trust, or profit with the state of Texas or the United States, if holding other offices or positions is of benefit to the state of Texas or is required by state or federal law, and if there is no conflict between holding the office or position and holding the original office or position for which the employee receives salary or compensation.

Before an employee may accept an offer to serve in other non-elective offices or positions of honor, trust, or profit with the state of Texas or the United States, the employee must obtain from the appropriate administrative officials and the Board of Regents a finding that the requirements of this section have been fulfilled, including expected additional compensation to be received from such service. The finding of the Board of Regents shall be recorded in the official minutes of the meeting of the Board at which approval was granted.

An employee desiring to accept an offer to serve in other non-elective offices or in a position of honor, trust, or profit with the state of Texas or the United States should submit a letter of

request through administrative channels for Board of Regents consideration.

c. Elective Offices

Employees may hold non-salaried public elective offices providing they meet their primary responsibilities to the university.

An employee who is elected or appointed to another position that pays a salary and the two positions are such that they cannot be held at one time by the same person, qualification and acceptance for the second position will automatically be considered as a resignation of employment with Texas Tech University.

d. Other University Employment

An individual in non-faculty status may be employed part time by two or more university departments provided the combined total of normally assigned hours of work does not exceed 40 hours per week (100 percent time) and all other conditions of employment are met.

A full-time employee employed to work in excess of 40 hours per week (100 percent time) must be compensated in accordance with normal overtime or additional compensation policies.

e. Faculty Consulting

It is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be sought outside the university. Hence, with prior approval of administrative authorities, a staff member may do outside work for pay during the months of regular employment. However, such work must not interfere with normal duties, including those extra responsibilities expected of all faculty members. Therefore, the amount of time involved and absence from the campus while rendering outside services are of primary concern. This ordinarily should not exceed ten hours per week.

2. **Procedure**

Each administrative officer shall be responsible for devising procedures and/or other appropriate methods for enforcement of this policy within individual areas of responsibility.

Attachment: Request for Approval of Outside Employment or Consulting and Disclosure of Significant Financial Interests
