



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 32.23: Concurrent Teaching Employment

DATE: May 21, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning concurrent teaching employment.

REVIEW: This OP will be reviewed in May of even-numbered years by the Senior Vice Provost with substantive revisions presented to the Provost and Senior Vice President (PSVP) by June 15.

POLICY/PROCEDURE

Approval of any arrangements for teaching in other institutions of higher education must be requested in advance by a letter that provides details of and justification for the proposed employment. The following policy is provided to ensure that Texas Tech University is in compliance with regulations concerning outside employment.

No faculty member or professional employee of Texas Tech University may accept teaching responsibilities with another institution of higher education, whether in face-to-face or online modalities, without prior approval of the appropriate chairperson, dean, and the PSVP of Texas Tech University. Such employment will not be of an extent to impair the performance of the individual, particularly as a teacher and scholar, within Texas Tech University. It is expected that any such teaching arrangement will be for a temporary period only, such as a single semester, and will not be continuous or periodic, such as each fall semester. Concurrent employment of any kind, including teaching for another institution, is to be reported according to [OP 32.07, Other Employment, Faculty Consulting, and Public Offices](#).