August 8, 2017

TO: College of Engineering Employees  
Texas A&M Engineering Experiment Station Employees

FROM: Damon Slaydon  
Director, Engineering Human Resources

SUBJECT: External Employment for Non-faculty Employees

It is the duty of Texas A&M Engineering to ensure that external employment by its employees does not interfere with the duties and responsibilities of the employees' positions of appointment. A&M System Policy 31.05, relating to *External Employment and Expert Witness*, indicates that any full-time non-faculty employee with external employment must report that activity using an *External Employment Application and Approval* form. This Policy further stipulates that permission to engage in employment is to be requested and received prior to the time the employee accepts external employment.

The application and approval form that non-faculty employees are required to use has been recreated, and the review and approval processing will now be done electronically. Staff members with external employment to disclose will initiate the request and routing via this link: [https://edocs.tamu.edu/Forms/ENGR-Staff-External-Employment](https://edocs.tamu.edu/Forms/ENGR-Staff-External-Employment).

Applications for external employment are valid for one fiscal year (September 1-August 31); as such, a new application must be submitted at the beginning of each fiscal year for each external employment relationship. Additional information on the External Employment process can be located on our Engineering HR website, at: [http://engineering.tamu.edu/hr](http://engineering.tamu.edu/hr), under the *Forms* page, the *Offsite and External Employment* section, select Staff External Employment form. This redirects to the *External Employment* page which provides information and a link to the *Staff* External Employment form.

Questions relative to outside consulting and external employment for faculty members should be directed to the Executive Associate Dean’s office by contacting Ms. Sherry Escalante (645-6210 or s-escalante@tamu.edu). If there are questions regarding non-faculty processes, please contact Ms. Ann Perez (458-7692 or aprerez@tamu.edu)

Attachments

A&M System Policy 31.05, *External Employment and Expert Witness*  
A&M System Regulation 31.05.02, External Employment