



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORADUM No. FY 10-07

Memo FY 10-07 Supersedes VPBA Memo 09-07

Distributed via Campus Email

TO: All Employees

FROM: Mary Lee Hodge  
Vice President for Business Affairs

SUBJECT: External Employment

Prairie View A&M University aims to ensure that it is compliant with Texas A&M University System Regulations regarding external employment. Faculty and staff members of The Texas A&M University System shall not engage in outside employment or activities including seeking or negotiating for employment when such employment conflicts with official university duties and responsibilities.

Please see System Regulations at the following web addresses:

31.05 External Employment and Expert Witness

<http://tamus.edu/offices/policy/31-05.pdf>

31.05.02 External Employment

<http://tamus.edu/offices/policy/31-05-02.pdf>

07.01 Ethics Policy

<http://tamus.edu/offices/policy/07-01.pdf>

The above referenced policies apply to employees who seek external employment or who are engaged in external employment. If you are a department head, please disburse this correspondence to employees within your colleges and/or departments. **All employees are required to complete the Outside Employment and Consulting Application and Approval form, secure appropriate department approvals, and forward the form to their Vice President even if the employee reports zero external employment. This is to provide evidence that all employees received notice of this policy. Each Vice President is responsible for signing the forms for his/her respective area and forwarding the signed forms to the Office of Human Resources by September 30, 2009.**

The External Employment, Consulting Application and Approval Form (HR202) is available at the following web address: <http://www.pvamu.edu/pages/1940.asp>. It is each employee's responsibility to ensure that he/she is compliant with these rules and regulations.

Questions about this procedure should be directed to me at 936-261-2150 or Mr. Albert Gee at 936-261-1730.

MLH: pgs