



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 15, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-18  
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. Employees affected by these policies are required to complete the Outside Employment and Consulting Application and Approval form, secure appropriate administrative approvals, and forward the form to the Office of Human Resources prior to the engagement in external employment. Employees who fail to do so may be subject to disciplinary action.

The External Employment, Consulting Application and Approval Form (HR202) is available at the following web address: <http://tamus.edu/offices/shro/Forms/202A.pdf>. While it is each employee's responsibility to ensure that he/she is compliant with these rules and regulations, we are sending out this as a reminder of the System policy.

Questions about this procedure should be directed to me at X2952 or Mr. Albert Gee at X2319.