



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System


September 21, 2017

OFFICE OF BUSINESS AFFAIRS MEMORADUM No. FY 18-02

Memo FY18-02 Supersedes VPBA Memo17-02

Distributed via Campus Email

To: All Employees

From: Corey S. Bradford 
Senior Vice President for Business Affairs

Re: External Employment

Prairie View A&M University aims to ensure that it is compliant with the Texas A&M University System Regulations regarding external employment. Faculty and staff 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://policies.tamus.edu/31-05.pdf>

31.05.01 Faculty Consulting and External Professional Employment

<http://policies.tamus.edu/31-05-01.pdf>

31.05.02 External Employment

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

07.01 Ethics Policy

<http://policies.tamus.edu/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 college and/or department. **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 October 26, 2017.**

The External Employment, Consulting Application and Approval Form (HR202) is available at the following web address:

For Staff Use:

<http://www.pvamu.edu/include/HR/Forms/staffexternalemploymentform.pdf>

For Faculty Use:

<https://www.pvamu.edu/PDFFiles/hr/External%20Employment%20and%20Consulting%20Application%20and%20Approval%20Form.pdf>

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 the Office of Human Resources at 936-261-1730 or hr@pvamu.edu.

CSB: ol