



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System


September 25, 2018

OFFICE OF BUSINESS AFFAIRS MEMORADUM No. FY 19-02

Memo FY19-02 Supersedes VPBA Memo18-02

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. **All employees are required to complete the External Employment Application and Approval form or Faculty Consulting and External Professional Employment Application and Approval form. In addition, all forms must be approved by both department heads and the respective area Vice President. Those employees who do not have external employment currently, must complete one of the two forms related to external employment. This memo is being sent to provide you notice of this policy. Each Vice President's office is responsible for forwarding the signed forms to the Office of Human Resources by October 26, 2018.**

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

For Staff Use:

<http://www.pvamu.edu/hr/wp-content/uploads/sites/44/staffexternalemploymentform.pdf>

For Faculty Use:

<http://www.pvamu.edu/hr/wp-content/uploads/sites/44/external-employment-and-consulting-application-and-approval-form.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 hrteam@pvamu.edu

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