




PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM 21-02
Distributed via Campus Email

To: All Employees

From: Cynthia Carter-Horn 
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 policies and 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.

You may refer to the Texas A&M System policies and 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>

www.pvamu.edu

Office of Business Affairs
P. O. Box 519; MS 1300 Prairie View, Texas 77446
Phone (936) 261-2150 Fax (936) 261-2159

The above-referenced policies and regulations 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/or External Professional Employment Application and Approval Form. Also, all forms must be approved by Department Head/Director, Dean/AVP, 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. The relevant external employment form should be initiated and approved in DocuSign. Each Vice President's Office is responsible for forwarding the signed electronic forms by creating a shared Syncplicity folder with Maria Herrera and Aarionna Hamilton-Lusane in the Office of Human Resources by October 9, 2020.**

It is each employee's responsibility to ensure that he/she is compliant with these rules and regulations. If an employee's external employment status changes during the fiscal year, it is the employee's responsibility to fill out a new External Employment Application and Approval Form. Questions about this matter should be directed to the Office of Human Resources at 936-261-1730 or hrlleadershipteam@pvamu.edu

The External Employment, Consulting Application, and Approval Form are available at the following web addresses:

For Faculty Use:

<http://assets.system.tamus.edu/files/policy/pdf/Consult-and-Ext-Employment.pdf>

For Staff Use:

<https://assets.system.tamus.edu/files/policy/pdf/ExternalEmploymentForm.pdf>