

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



33.04.01.P0.01 Use of University Resources for External Employment

Approved December 18, 2014

Reviewed December 19, 2019

Next Scheduled Review: December 2024

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to provide guidance concerning the use of Prairie View A&M University (PVAMU) resources for external employment. Proper utilization of PVAMU resources ensures organizational risks and costs are properly managed.

Definitions

External Employment – consulting or other professional employment activities for which a faculty or staff member is compensated by a third party.

Incidental – minimal in scope; for example, time periods comparable to reasonable coffee breaks during the day.

System Resource – an item or tool provided by the System for purposes of satisfying normal business activities, including but not limited to internet access, e-mail addresses, facsimiles, telephone and personal computing services, procurement and credit cards and all other organizational assets, including cash.

Official Procedures and Responsibilities

1. INCIDENTAL USE OF UNIVERSITY RESOURCES

- 1.1 Conditions for authorized use of PVAMU resources for external employment are provided for in System Regulation [33.04.01 Use of System Resources for External Employment](#).
- 1.2 The use of university resources for private commercial purposes, including external employment and faculty consulting is not permissible.
- 1.3 University employees with questions about the use of university resources for non-university purposes should contact their supervisor.

2. PERSONAL USE THAT RESULTS IN ADDITIONAL EXPENSES

- 2.1 In the event an employee's personal use of a university resource results in an additional cost, the employee shall contact their immediate supervisor and take the necessary steps to ensure PVAMU is reimbursed for all costs.
- 2.2 The supervisor of the employee who incurred the additional cost shall contact the appropriate campus department to confirm the amount that is owed to the university and the employee shall remit payment to the Office of Treasury Services.

Related Statutes, Policies, Regulations and Rules

[Tex. Gov't Code § 2203.004 Requirement to Use State Property for State Purposes](#)

[Texas Ethics Commission Ethics Advisory Opinion No. 134](#)

[Texas Ethics Commission Ethics Advisory Opinion No. 372](#)

[System Policy 31.05 External Employment and Expert Witness](#)

[System Regulation 31.05.01 Faculty Consulting and External Professional Employment](#)

[System Regulation 31.05.02 External Employment](#)

[System Policy 33.04 Use of System Resources](#)

[System Regulation 33.04.01 Use of System Resources for External Employment](#)

[System Regulation 33.04.02 Use of Telecommunication Services](#)

Forms

[PVAMU Faculty Consulting and External Professional Employment Application and Approval](#)

[PVAMU Staff External Employment Application and Approval Form](#)

Contact Office

Office of Business Affairs 936-261-2150
