



External Employment Disclosure Job Aid

1. Select the task “External Employment: {Your Name}”
2. Answer the following question:
 - a. *Are you currently engaged in, or do you plan to engage in, consulting or other external employment within the next 12 months?*

Search: All Items

Advanced Search

External Employment: [redacted] 09/21/2026 ☆

Consensual Relationship Disclosure: [redacted] 09/21/2026 ☆

Nepotism Disclosure: [redacted] 09/21/2026 ☆

Due: 09/20/2026

Instructions:

- Read the information below and answer the question **Yes** or **No**.
- If you select **Yes**, you will be asked to provide additional information.
- Fill in all fields. Enter N/A for anything you do not have information for.

External Employment

Under [System Regulation 31.05](#), external employment includes any compensated work or service performed outside your A&M System duties, such as consulting, speaking engagements, part-time employment, self-employment, board service, expert witness activities, or advisory roles. Employees must notify their supervisor and obtain approval prior to engaging in external employment.

- If your external employment involves international activities, it may require additional review and approvals under [System Policy 15.02](#) and [System Regulation 15.05.04](#).
- External employment approvals expire on August 31 each year and must be renewed for the next fiscal year (September 1 to August 31).
- Faculty Consulting or other external professional employment**, as defined in [System Regulation 31.05.01](#), is disclosed outside of Workday. Contact your local HR Office for more information.
- Employment with other A&M System members is required to be requested per policy.

Are you currently engaged in, or do you plan to engage in, consulting or other external employment within the next 12 months? *

select one

Submit

3. If you do not engage in any external employment, select "No" and then click "Submit."
 - a. If you participate in external employment, please select “Yes”.
 - b. Faculty members who engage in external employment aligned with their profession, excluding employment at another State of Texas agency, must complete the Laserfiche Form, [Faculty Consulting/External Employment Application](#).

Search: All Items

Advanced Search

External Employment: █████ 09/21/2026 ☆
Bearden

Consensual Relationship Disclosure: █████ 09/21/2026 ☆

Nepotism Disclosure: █████ 09/21/2026 ☆

████████████████████ 09/18/2026 ☆

████████████████████ 09/18/2026 ☆

████████████████████ 09/18/2026 ☆

Due: 09/20/2026

Name of Firm *

UNT

Firm Address *

123 Main Street

Is this External Employment associated with a Texas state agency? *

select one

select one

Yes

No

Job Title *

Nature of work *

select one

Submit

4. Complete ALL fields. **The form cannot be submitted until all required fields have been completed.*

Name of Firm *

Firm Address *

Is this External Employment associated with a Texas state agency? *

select one

Website *

Job Title *

Nature of work *

select one

Select the amount of expected compensation or value received for external employment. *

select one

Equity ownership involved? *

select one

Release Time Denial? *

Submit Cancel

5. **IMPORTANT:** “Is this External Employment associated with a Texas state agency?”

- a. Dual Employment must be selected correctly to be reviewed for additional approvals.
- b. *This does not include employment at another Texas A&M System Member.*

Is this External Employment associated with a Texas state agency? *

select one

select one

Yes

No

6. “Release Time Requested?”

- a. *If you are requesting release time, that may require additional approvals, discussions, or information provided.*

Search: All Items

Advanced Search

External Employment

Bearden

09/21/2026

☆

Consensual Relationship Disclosure:

09/21/2026

☆

Nepotism Disclosure:

09/21/2026

☆

09/18/2026

☆

09/18/2026

☆

09/18/2026

☆

Due: 09/20/2026

abc.com

Job Title *

Adjunct Faculty

Nature of work *

Faculty appointment at non-Texas A&M University System Member

Select the amount of expected compensation or value received for external employment. *

\$0-\$5,000

Equity ownership involved? *

No

Release Time Requested? *

select one

select one

Yes

No

representative of the Texas A&M University System; and, if I am a faculty member, such external employment is not directly related to my professional discipline.

Submit

7. Once all information is completed, you must select the “I agree” checkbox to acknowledge and agree to the terms.

Search: All Items

Advanced Search

External Employment: [REDACTED] 09/21/2026 ☆

Consensual Relationship Disclosure: [REDACTED] 09/21/2026 ☆

Nepotism Disclosure: [REDACTED] 09/21/2026 ☆

[REDACTED] 09/18/2026 ☆

[REDACTED] 09/18/2026 ☆

[REDACTED] 09/18/2026 ☆

Due: 09/20/2026

By Submitting this request, I acknowledge that the proposed employment will not interfere with my assigned duties. In such external employment, I will act as an individual and not as a representative of The Texas A&M University System, and, if I am a faculty member, such external employment is not directly related to my professional discipline.

I understand that external employment may not be undertaken on that portion of time covered by federal grants or contracts. I further understand that this request applies only to that portion of my time for which I am employed by The Texas A&M University System. I agree to furnish reports and additional details of employment as required.

I certify that there will be no conflict of interest between this external employment and my responsibilities as an employee of The Texas A&M University System. I also certify that this external employment will be conducted at no expense to The Texas A&M University System.

I fully agree and understand that official release time is contingent upon this activity being of value to The Texas A&M University System and an enhancement to my relationship thereto, and so long as I receive no remuneration for the work performed. Otherwise, I will take vacation or accumulated compensatory time for such absences, as applicable.

I understand that the use of system resources for external employment, including facilities, equipment, worktime or personnel, is prohibited except as authorized by [System Regulation 33.04.01, Use of System Resources for External Employment](#).

I certify that I have read System Policies [07.01, Ethics](#), and [31.05, External Employment and Expert Witness](#), and [System Regulation 31.05.02, External Employment](#), and agree to conduct my external employment in accordance with the provisions contained therein, including the requirement that I will not engage in external employment prior to receiving the requisite approvals.

If I am a faculty member, I certify that all external employment requested will not be directly related to my professional discipline.

☐ I agree *

Submit

8. Click "Submit".

By Submitting this request, I acknowledge that the proposed employment will not interfere with my assigned duties. In such external employment, I will act as an individual and not as a representative of The Texas A&M University System, and, if I am a faculty member, such external employment is not directly related to my professional discipline.

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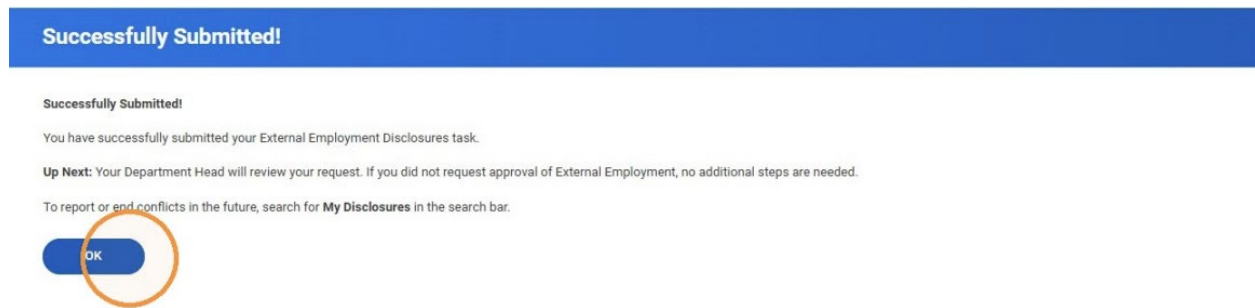
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If I am a faculty member, I certify that all external employment requested will not be directly related to my professional discipline.

☒ I agree *

Submit

9. Click "OK".



10. Your Submission is now complete, please complete any other outstanding disclosures in your inbox. Utilize the additional job aids for further instructions.