

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

- a) with system or member-administered funds and/or with significant use of system resources;
- b) after the conclusion of the agreement; or
- c) outside the agreement's technical scope.

## **CERTIFICATION**

I request permission to accept faculty consulting and/or external professional employment. The proposed employment will not interfere with my assigned duties. I will ensure that my assigned duties arising during periods of approved release time will be performed by me or another individual authorized by the member. In such faculty consulting and/or external professional employment, I will act as an individual and not as a representative of A&M-Commerce.

I agree to furnish reports and additional details of employment as required.

I have read System Policies 07.01, *Ethics*, and 31.05, *External Employment and Expert Witness*, and System Regulation 31.05.01, *Faculty Consulting and/or External Professional Employment*, and agree to conduct my faculty consulting and/or external professional employment in accordance with these policies and this regulation. I feel that my value as a faculty member and my own professional status will be enhanced and improved by the proposed faculty consulting and/or external professional employment.

### **I certify that:**

- any potential or actual conflict of interest between this faculty consulting and/or external professional employment and my responsibilities as an employee of A&M-Commerce will be promptly disclosed and managed, reduced or eliminated in accordance with applicable federal or state law, system policies or regulations and/or the member's rules and procedures;
- this faculty consulting and/or external professional employment will be conducted at no expense to A&M-Commerce except as authorized by A&M-Commerce policies and regulations;
- all activities performed in connection with the faculty consulting and/or external professional employment will be conducted in accordance with the highest ethical standards of my profession; and
- this proposed faculty consulting and/or external professional employment complies with the provisions of the intellectual property notice stated above.

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Universal Identification Number*

\_\_\_\_\_  
*Date*

**Approval recommended:**

**Release time recommended?**    \_\_\_\_ Yes    \_\_\_\_ No

\_\_\_\_\_  
*Supervisor or Department Head*

\_\_\_\_\_  
*Date*

**Approved:**

**Release time approved?**    \_\_\_\_ Yes    \_\_\_\_ No

\_\_\_\_\_  
*College Dean*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Provost/Vice President for Academic Affairs*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Date*