



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs
AREA: Faculty

MAPP 02.02.12

Outside Employment of Faculty

I. POLICY

- A. Regular, full-time faculty members at Lamar University may accept outside employment of a consultative or advisory nature with government agencies, industry, or other educational institutions as long as (1) the University has granted approval for the outside employment, and (2) the outside employment does not conflict with a faculty member's duties at the University.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal, State, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the Texas Education Code, Title 3, Higher Education; the Texas Government Code, Chapter 572; the Texas Administrative Code, Title 19, Education; and the TSUS *Rules and Regulations*, Chapter V, Subparagraph 4.83 and Subparagraph 5.4.
- B. This policy applies to regular, full-time faculty members employed by Lamar University. This policy does not apply to part-time adjunct faculty at the University.
- C. This policy applies to outside employment of a consultative or advisory nature and not to regular employment outside the University, with "regular" employment defined as employment with another organization that is continuing or permanent and not consultative or advisory in nature. The University discourages regular employment outside the University as this employment may conflict with a faculty member's duties at Lamar.

III. DEFINITION

- A. **Conflict of Interest.** A conflict of interest occurs when a Lamar University employee holds a direct or indirect interest, including financial and other interests, or engages in a business transaction or professional activity, or incurs any obligation of any nature that is in substantial conflict with the proper discharge of the employee's duties in the public interest (adapted from the Texas Government Code § 572.001).
- B. **Outside Employment.** Services provided or activities performed for remuneration or other compensation for parties other than Lamar University. The University regards as acceptable "outside employment" that is of a consultative or advisory nature with government agencies, industry, or other educational institutions. Regular employment (i.e., positions that are not

consultative or advisory) is excluded from “outside employment” that would be acceptable under this policy.

IV. LIMITATIONS

- A. Conflict of interest must be avoided in all instances of outside employment. Conflict of interest includes any outside activity, including outside employment, that intrudes upon a faculty member's responsibility to Lamar University.
- B. The ethical standards provisions of the Texas Government Code, Chapter 572, and the TSUS *Rules and Regulations* require the disclosure by all State employees, including Lamar University faculty, of any business affiliation, whether by ownership, employment, or kinship, with any organization that does business with the University. Failure by a Lamar University faculty member to disclose such relationships may result in the violation of ethical standards policies and State law regarding conflict of interest.
- C. A faculty member may not engage in any outside work or receive compensation from an outside source that creates a conflict of interest with the faculty member's duties at Lamar University. A faculty member shall not engage in prohibited actions that include, but are not limited to, the following:
 - 1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the faculty member in the discharge of official duties.
 - 2. Use an official position to secure special privileges or exemptions for the faculty member or others, except as may be otherwise authorized by law.
 - 3. Accept employment or engage in any business or professional activity that might reasonably be expected to require or induce the faculty member to disclose confidential information acquired through the faculty member's position with Lamar or impair the faculty member's independence of judgment in the performance of public duties.
 - 4. Disclose confidential information gained through the faculty member's employment with Lamar, or otherwise use such information for personal gain or benefit.
 - 5. Transact any business in an official capacity with any business entity of which the faculty member is an officer, agent, or member or in which the faculty member owns a controlling interest unless the TSUS Board of Regents has reviewed the matter and determined no conflict of interest exists.
 - 6. Make personal investments in any enterprise that could reasonably be expected to create a substantial conflict between the private interest of the faculty member and the public interests of Lamar University.
 - 7. Receive any compensation for services as a State employee from any source other than the State of Texas, except as otherwise provided by law.
 - 8. Commit any act of fraud, dishonesty, or illegality in office, including (by way of example and not limitation) assisting others to obtain personal or financial benefits to which they are not entitled by law or policy; forging or altering checks, bank drafts, or other documents, financial or otherwise; and knowingly authorizing improper claims.

9. Engage in any form of harassment prohibited under federal or State law, the *TSUS Rules and Regulations*, or Lamar University policies.
- D. No Lamar University faculty member engaged in outside employment shall use in connection with these activities the official stationery, supplies, equipment, personnel services, information technology, or other resources of the University. Nor shall a faculty member accept pay from private persons or corporations for tests, assays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character that involves the use of property owned by the University.
- E. Every faculty member who gives professional opinions must protect Lamar University against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member must make it clear to the employer that this work is unofficial and that, absent the Lamar University President's prior approval, the name of the University is not in any way to be connected with the faculty member's name. Exceptions may be made for the name of the author attached to books, pamphlets, and articles in periodicals, and the identification of an individual in publications of corporations or companies related to service as a member of an advisory council, committee, or board of directors.

V. PROCEDURES

- A. No faculty member shall be employed in any outside work or activity, or receive from an outside source a regular retainer fee or salary, while employed by Lamar University until a description of the nature and extent of the employment has been filed with and approved by the appropriate University administrators as set forth in this policy. Administrative approval is required before a faculty member may begin outside employment.
- B. A faculty member who wishes to engage in outside employment of a consultative or advisory nature must initiate a request before accepting the outside employment. To initiate a request, a faculty member must complete the Approval of Outside Employment form available through Academic Affairs. In this form, a faculty member must describe the nature, duration, and time expenditure of the proposed employment. (Note. A faculty member approved for outside employment must submit a new form/request annually if the employment extends beyond one year.)
- C. After completing the Approval of Outside Employment form, a faculty member must submit the form to his/her Department Chair. The faculty member and Chair should meet to determine that, if the outside employment were to be approved, there would be no conflict with the faculty member's responsibilities at Lamar.
- D. The Chair shall approve or deny the faculty member's request and submit the form to the college Dean for review. After the Dean approves or denies the request, the Dean shall submit the form to the Provost or designee for review. The Provost or designee shall issue a final decision regarding the faculty member's request regarding outside employment.
- E. To determine whether to approve or deny a request for outside employment, Lamar University administration will consider several factors. These factors include, but are not limited to, whether the outside employment:

1. unreasonably interferes or conflicts with the faculty member’s obligations or duties to the University;
2. serves a public purpose;
3. contributes to the mission and goals of the University;
4. contributes to the faculty member’s professional growth, which will, in turn, benefit the University;
5. conflicts with any federal or State law, the *TSUS Rules and Regulations*, or University policy;
6. could reflect adversely on Lamar University.

F. Lamar University administration has oversight of a faculty member’s outside employment. When outside employment interferes with a faculty member’s University obligations, such cases shall be brought to the attention of the Department Chair, Dean, and Provost (or designee). If it is determined that a faculty member’s outside employment must be curtailed or eliminated, the faculty member will be informed in writing by the Chair. This policy does not apply during calendar periods when the faculty member is not under contract with the University or not normally expected to carry out his/her professional duties to the University.

G. It is a faculty member’s responsibility to disclose to his/her Department Chair any additional paid employment *within* Lamar University in advance of accepting the employment. This includes instructional, scholarly, or service activities for other departments or divisions of the University. If the Chair is concerned that this additional employment within the University may present a conflict of interest or cause the faculty member’s workload to exceed standards set by law or policy, the Chair will consult with the Dean and Provost (or designee) to determine whether the request for additional employment should be approved or denied. The Chair will inform the faculty member of the resulting decision.

VI. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

VII. APPROVAL

Dr. Brett Welch	02/09/2026
Provost and Vice President for Academic Affairs	Date

Dr. Jaime R. Taylor	02/17/2026
Lamar University President	Date

POLICY LOG

Revision Number	Date	Description of Changes
1	09/16/2025	Policy draft completed & sent to APAC.
	09/16/2025-10/30/2025	Reviews by constituency groups completed.
	11/10/2025-12/09/2025	Review by campus community completed.
	02/17/2026	Policy approved by President.