

33.99.07 Internal Faculty Consulting and Professional Services



Revised [February 16, 2017](#)

Next Scheduled Review: February 16, 2022

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Regulation Statement

Upon approval by The Texas A&M University System (system) member chief executive officer (CEO), a faculty member may provide compensable internal consulting or professional services on research projects or related activities not administered within the faculty member's department or discipline.

Reason for Regulation

The best interests of the system may be served when faculty members assist temporarily or intermittently in research or service activities not related to their regular full-time teaching, research or service duties, and which require that they contribute significant effort beyond professional courtesy to those activities and beyond the continued performance of their regular full-time duties.

Procedures and Responsibilities

1. ELIGIBILITY

Only faculty members eligible for external employment as defined in System Regulation *31.05.01, Faculty Consulting and External Professional Employment*, are eligible for compensable internal consulting and professional services.

2. ACTIVITIES

An activity may be treated as a compensable internal consulting or professional service if it meets all of the following requirements:

(a) The work requires special professional expertise beyond the capabilities of those:

(1) being paid directly on the project or activity; or

(2) within the same discipline or administrative unit that could be assigned to the project.

(b) The work is clearly outside the scope of, and is to be performed in addition to, the faculty member's regular full-time teaching, research or service responsibilities, and it can be performed without reducing effort or otherwise sacrificing the amount or quality of time spent on regular responsibilities.

(c) The work is to be performed on a one-time or an intermittent basis.

3. COMPENSATION AND LIMITATIONS

Compensation for internal consulting and professional services may not exceed the hourly equivalent of the faculty member's regular salary without the advance approval of the member CEO or designee. Payment will be made through the normal supplemental payroll process and is subject to payroll deductions. A maximum amount of compensable internal consulting and professional services for a faculty member may be imposed by the member CEO. Time spent on compensable internal consulting and professional services counts against a faculty member's allowable external employment privileges under System Regulation *31.05.01*.

4. APPROVAL

Requests to engage in compensable internal consulting and professional services must be approved in advance by the CEO or designee of both the faculty member and the unit receiving the consulting or professional services. Any exception to these provisions requires the advance approval of the faculty member's CEO.

5. MONITORING

CEOs or designees will monitor compensable internal consulting and professional services activities within their respective areas of responsibility, to include both those performed by their employees and those performed for administrators within their respective units, for compliance with this regulation.

Related Statutes, Policies, or Requirements

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

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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