The primary responsibility of TTUHSC employees is the full and complete execution of all assigned duties, the fulfillment of those professional obligations and the maintenance of current professional skills. Outside employment is any compensated service or employment by an entity other than TTUHSC or TTU. Outside employment must be compatible with the interests of TTUHSC and of a nature that it will not detract from the usefulness and performance of the employee. TTUHSC employees also engaged in outside employment cannot do so during normal working hours. HSC OP 70.18.

A conflict of commitment is when an employee engages in external activities, either compensated or uncompensated, that interferes with the employee’s obligation and responsibilities to the TTU system. External activities shall not detract from primary responsibilities or require such extensive absence to cause an employee to neglect his/her obligations. Regents’ Rules, Chapter 3, 03.01.5. A conflict of commitment occurs if an employee’s outside activities exceed permitted limits or an employee’s professional loyalty is not to the Institution. HSC OP 10.05.

Faculty who are members of their school's income plan are required to follow the plan bylaws regarding income-generating activities.

In accordance with Regents’ Rule 03.01.5, TTUHSC OP 10.05 and OP 70.18, faculty and staff members proposing to engage in any outside employment must submit the following information for consideration by their supervisor and respective department head/division chair for approval prior to engaging in the proposed activity.

Name: ___________________________________ Employee R #: ____________________

Department: ____________________________ Job Title: ___________________________

1. Name of proposed employer: ________________________________________________

2. Location of proposed employment: ___________________________________________

3. Anticipated dates and length of outside employment: ____________________________

4. Details of the compensation to be received: _____________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

5. Description of outside employment activity: _____________________________________
   ___________________________________________________________________________
   ___________________________________________________________________________

6. Estimated number of hours per month proposed for outside employment: __________

ATTACHMENT A
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HSC OP 70.18
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7. If the outside employment is with another state or federal agency, please explain how the appointment will benefit the State of Texas. ___________________________________________________________
___________________________________________________________________________________

8. List other reported outside employment activity currently in effect: _____________________________
___________________________________________________________________________________

I agree that during the course of my outside employment, TTUHSC resources shall not be used.

I hereby certify that the outside employment activity reported does not constitute a conflict of interest or commitment and will not interfere with my regular employment as an employee of the Texas Tech University Health Sciences Center.

_________________________________________    Date
Employee’s signature

Approved   Disapproved
Signature of Supervisor    Date

Title

If approved, external employment may not exceed _____ hours per month.

Approved   Disapproved
Signature of Department Head    Date

Title

Yes     No    Schedule conference with employee.

If yes, date of conference: ___________________________________________

If employee desires, or is required, to accept an additional position with another state or federal agency, he or she must obtain approval by the appropriate VP / Dean and the Board of Regents.

Approved   Disapproved
Signature of Vice President / Dean    Date

Title

Approved   Disapproved
Board of Regents    Date