



## Policy and Procedure

**SON OP:** 20.095 Consulting or Outside Employment

**PURPOSE:** Allow faculty to maintain clinical competency and licensure/certification.

**REVIEW:** This section of the handbook shall be reviewed by the Dean and faculty affairs committee by September 1<sup>st</sup> on odd-numbered years.

## POLICY/PROCEDURE

The Gayle Greve Hunt School of Nursing recommends the practice of allowing faculty the privilege to seek outside employment and enforce existing policies.

This means that each faculty members request to seek outside employment will be reviewed with the direct supervisor to ensure that a clear delineation of TTUHSC's work time is established and agreed upon; the faculty member is meeting his or her current and future TTUHSC's duties; and the overall goals of GGHSON TTUHSC's business are considered, along with the faculty's choice of outside employment, prior to approval by the Dean. Each faculty member's request is, therefore, individually reviewed for approval and will be monitored on a semester-to semester basis.

### *Assumptions:*

The Dean is responsible for the overall outcomes of the School of Nursing and many of the procedural issues or the how to of HSC policies are at the Dean's discretion.

- a. How faculty account for their work hours
- b. If faculty can work outside TTUHSC commitments

## **Standards of Conduct**

### *Employee will not:*

- Accept or solicit any gift, favor, or service that will influence duties at TTUSHC and/or exchange favors.
- Accept employment that might reasonably expect or induce disclosure of confidential information acquired in TTUHSC position.
- Misuse of confidential information – information that has not been made public
- Proprietary (relating to, involving, or associated with an owner, ownership, or something owned, exhibiting characteristics that imply or assume ownership of somebody or something -used, manufactured, or sold by a person or company with an exclusive property right, for example, a patent or trademark). *Example but not limited to: materials developed on TTUHSC time, part of TTUSHC's goods & service, anything on Blackboard.*
- Accept employment that would impede judgment in TTUHSC position.
- Make personal investments that could create substantial conflict between personal and public interests.
- Make unauthorized commitments that could bind TTUHSC
- Use public office for personal gain
- Offer preferential treatment to any organization or individual

*Employee will:*

- Act impartially
- Put forth a honest effort in duties
- Protect and conserve public property and use only as authorized
- Promptly disclose waste, fraud, abuse, and corruption to appropriate authorities
- Adhere to equal opportunity policies concerning race, color, sex, religion, age, disability, and national origin
- Avoid any actions that would create the appearance they are violating the law or ethical standards of TTUHSC

**Outside Employment**

*Definition:*

Outside employment is defined as any compensated service or employment by any entity, other than TTU system, of a TTU system employee, in accordance with *The Rules and Regulations of the Board of Regents of the Texas Tech University System*, Section 03.05, *Consulting or Outside Employment*.

*Key Points:*

Primary responsibility is to TTUHSC

- Full and complete execution of all assigned duties
- Fulfillment of professional obligations
- Maintenance of current professional skills
- Must be compatible with interests of TTUHSC
- Will not distract from usefulness & performance

**Procedure for Outside Employment:**

Each administrative officer (Dean) is responsible for devising procedure and methods of enforcement

**School of Nursing:**

1. Complete Intent to seek Outside Employment form for full disclosure. (Attachment A)
2. Meet with supervisor (s) to discuss scheduling and overall expectations.
3. Obtain approval of Dean - Must be reviewed to ensure outside employment does not compete with or misrepresent TUHSC School of Nursing's current and future goods and service, mission, policies etc.
4. Continuance of outside employment will be based on individual faculty evaluations on a semester basis



**Attachment A**

**Intent to Seek Outside Employment**

I, \_\_\_\_\_ request approval to be employed by \_\_\_\_\_ . I understand that my primary responsibility is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills on behalf of TTUHSC El Paso GGHSON. In addition, I certify that my outside employment is compatible with the interests of TTUHSC El Paso and of such a nature that it will not detract from my performance with TTUHSC El Paso Gayle Greve Hunt School of Nursing. I further certify that this outside employment does not conflict with my responsibility as a full-time faculty member because it falls outside of my commitment to TTUHSC El Paso Gayle Greve Hunt School of Nursing. (Attached is the TTUHSC El Paso GGHSON Policy concerning Other Employment).

I describe "Other Employment" being considered as follows:

\_\_\_\_\_  
\_\_\_\_\_

I will be supervised in the "Other Employment" by:

\_\_\_\_\_

Please indicate hours and times you will be working at "Other Employment" or attach a sample schedule:

\_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Approval:**

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

**IMPORTANT FACTS REGARDING OUTSIDE EMPLOYMENT:**

*Please remember that TTUHSC EP resources should never be used to fulfill your obligation at "Other Employment". This includes computer usage, copying, staff help. Should the time normally spent by you in your TTUHSC EP faculty role be spent on "Other Employment", vacation time should be claimed.*