

**Texas Tech University Health Sciences Center El Paso**  
**REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

The primary responsibility of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) 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, TTUHSC El Paso or Texas Tech University (TTU), or TTU System. Outside employment must be compatible with the interests of TTUHSC El Paso and of a nature that it will not detract from the usefulness and performance of the employee. TTUHSC El Paso employees also engaged in outside employment cannot do so during normal working hours, as per HSCEP 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 or its component institutions. External activities shall not detract from primary responsibilities or require such extensive absence to cause an employee to neglect his/her obligations, as per 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, as per HSCEP 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, HSCEP OP 10.05 and HSCEP 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: \_\_\_\_\_

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 El Paso 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 TTUHSC El Paso.

\_\_\_\_\_  
Employee's signature Date

\_\_\_\_\_  
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