

Policy and Procedure

SON OP: 20.095 Consulting or Outside Employment

PURPOSE: Allow faculty to maintain competency related to area of teaching, licensure and/or certification.

REVIEW: This section of the handbook shall be reviewed by the Dean and faculty affairs committee by Sept. 1 every odd-numbered year.

POLICY/PROCEDURE

Definition of outside employment: Outside employment is defined as any compensated service or employment by any entity, other than the Texas Tech University (TTU) System, of a TTU System employee. See *HSCEP OP 70.19, TTU System Board of Regents' Rules, and specifically section 03.01.5.b, Consulting or Outside Employment.*

The Gayle Greve Hunt School of Nursing (GGHSON) allows faculty the privilege to practice no more than one (1) work day/week. Faculty members requesting to seek outside employment meet with their direct supervisor to ensure that a clear delineation of TTUHSC El Paso work time is established and agreed upon. The faculty member must meet their current and future TTUHSC El Paso duties. Outside employment requires prior approval by the Dean on an annual basis. Each faculty member's request is, therefore, individually reviewed for approval and will be monitored on a semester-to-semester basis.

Key Points:

Primary responsibility is to TTUHSC El Paso; employees seeking outside employment must:

- Fully execute and complete execution of all assigned duties.
- Fulfill all professional obligations.
- Maintain current professional skills.
- Only engage in outside employment that is compatible with TTUHSC El Paso interest.
- Not allow outside employment to distract from their usefulness or performance.

Procedure for Outside Employment:

Each administrative officer (Dean) is responsible for devising procedures 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 GGHSON's current or future goods, 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 the Gayle Greve Hunt School of Nursing (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 as an employee of the GGHSON. 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 GGHSON. (Attached is the TTUHSC El Paso GGHSON policy concerning outside 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 El Paso resources should never be used to fulfill your obligation at "other employment". This includes computer usage, copying, and staff assistance. Should the time normally spent by you in your TTUHSC El Paso faculty role be spent on "other employment", vacation time should be claimed.