

## 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 Sept. 1 every odd-numbered year.

## POLICY/PROCEDURE

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

This means that each faculty members requesting to seek outside employment will be reviewed by their direct supervisor to ensure that a clear delineation of TTUHSC El Paso work time is established and agreed upon; the faculty member is meeting his or her current and future TTUHSC El Paso duties; and the overall goals of GGHSON 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 El Paso commitments

## Standards of Conduct

### *Employees will not:*

- Accept or solicit any gift, favor, or service that will influence duties at TTUHSC El Paso and/or exchange favors.
- Accept employment that might be reasonably expected to induce disclosure of confidential information acquired in TTUHSC El Paso position.
- Misuse confidential information – information that has not been made public.
- Misuse of information that is proprietary in nature (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). *Examples: materials developed on TTUHSC El Paso time, or that are part of TTUHSC El Paso goods & services, or anything on Blackboard.*
- Accept employment that would impede judgment in TTUHSC El Paso position.
- Make personal investments that could create substantial conflict between their personal and public interests.
- Make unauthorized commitments that could bind TTUHSC El Paso
- Use public office for personal gain.
- Offer preferential treatment to any particular organization or individual

*Employees will:*

- Act impartially.
- Put forth an honest effort in their duties.
- Protect and conserve public property and use or 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 the ethical standards of TTUHSC El Paso.

**Outside Employment**

*Definition:*

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 TTU System Board of Regents Regents' Rules, Section 03.05, Consulting or Outside Employment.*

*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:

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I will be supervised in the "other employment" by:

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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.*