



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

DATE ISSUE
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REVISION
1

PAGE
D11-250.0

SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

OUTSIDE EMPLOYMENT

Since a U.T. Dallas employee's first responsibility (job-wise) is to U.T. Dallas, full-time employees are discouraged from accepting employment outside the University since its demands may affect a person's performance of duties and responsibilities at UTD. This does not apply to civic, community, or church activities in which employees are encouraged to participate. An employee, therefore, in the best interests of UTD, may not engage in outside employment unless approval has been secured. (See Exhibit D15, "Request for Prior Approval of Outside Employment.")

CONSIDERATIONS

While outside employment is discouraged, acceptance of appointments of a consulting or advisory nature with government agencies, industry, and other educational institutions may be approved when improvement of the employee, by virtue of his/her contact with external real world problems, is considered. This does not imply acceptance of regular employment with external companies, industry, and institutions.

Conflict of interest should be avoided in all cases of outside employment which involves any outside activity that intrudes upon University service.

An employee may not use official UTD stationery (or that of another U.T. System component) in connection with any outside employment. Similarly, an employee may not use UTD or any of its buildings or departments as a business address in association with any outside employment.

Employees who give professional opinions must protect the University and the U.T. System against the use of these opinions for advertising purposes. That is, an employee must make it clearly understood that the name of UTD and the U.T. System is not connected in any way with his/her name or opinions.



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OUTSIDE EMPLOYMENT, Continued

CONSIDERATIONS, Continued

Employees may not accept pay from private individuals or firms for tests, assays, chemical analyses, bacteriological examinations, or other such work which involves the use of UTD property, unless advance permission has been obtained from the President, or his designee, and provision for compensation has been made to the University.

An employee may hold a non-elective office or other position of honor, trust, or profit in a state or federal capacity if this holding benefits the State or is required by law and if there is no conflict with the employee's University duties. Before such a position can be accepted by an employee, it must be approved by the President, or his designee, and the Board of Regents.