33.04.01.L1 Use of University Resources for External Employment

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1. GENERAL
   1.1. Texas A&M International University resources should be used for University business, and not for personal purposes or private commercial gain. Proper utilization of University resources ensures that organizational risks and costs are properly managed while improper use could lead to increased costs and risks to the University.
   1.2. University resources may not be used for external employment, including faculty consulting.

2. INCIDENTAL USE OF UNIVERSITY RESOURCES
   2.1. The University will permit the incidental use of University resources, as described in System Regulation 33.04.01, Section 1.2, for personal purposes.
   2.2. The use of University resources for private commercial purposes, including external employment and faculty consulting is not permissible.
   2.3. University employees with questions about the use of University resources for non-University purposes should contact their supervisor.

3. PERSONAL USE THAT RESULTS IN ADDITIONAL EXPENSE
   3.1. In the event an employee’s personal use of a University resource results in an additional cost, the employee shall contact his/her immediate supervisor, and take the necessary steps to ensure that the University is reimbursed for all costs.
   3.2. The supervisor of the employee who incurred the additional cost shall contact the University Comptroller to confirm the amount that is owed to the University and the employee shall deposit that amount with the Bursar’s Office.

Related Statutes, Policies, Regulations, Rules or Requirements

System Policy 31.05, External Employment and Expert Witness
System Regulation 31.05.01, Faculty Consulting, External Employment
System Regulation 31.05.02, External Employment
System Policy 33.04, Use of System Resources
Supplements System Regulation 33.04.01, Use of System Resources for External Employment

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