Welcome to the University Center & Associated Facilities staff. The following rules governing employees have been designed to aid in the smooth and efficient operation of our facilities.

These rules are not comprehensive rules of conduct. Additional rules of conduct are included in the Faculty/Staff handbook, System Administrative Memorandums, University of Houston MAPP, University of Houston System Board of Regents Policy, as well as individual department policies and procedures.

**Consulting and Paid Professional Service**

Full-time members of the faculty and professional or administrative staff may engage in external consultation or other paid professional services, provided such activities benefit the system and contribute to the professional development of the individual. This privilege is subject in all instances to the conditions set forth below. Failure to comply with this policy may subject an employee to disciplinary action including reprimand, suspension, or termination.

The first responsibility of the individual is to the system, and outside professional commitments should not interfere with the person’s full-time responsibility to the system.

No outside obligation should result in any conflict of interest involving the individual’s responsibilities to the system or to its programs, policies, and objectives. Consulting and other professional agreements that represent actual or potential conflicts of interest must be avoided.

Use of system facilities, space, equipment, or support staff for consulting or other paid professional activities is permitted only if a financial arrangement has been concluded between the individual and the administration prior to the employee’s beginning the outside or other paid professional service.

Individuals may not represent themselves as acting in the capacity of system employees when conducting consulting or other paid professional activities. The system bears no responsibility for any actual or implied obligations or liabilities incurred by the individual resulting from a consulting or other paid professional agreement or activity.

Professional or administrative staff that wishes to arrange consulting or other paid professional activities must obtain prior written approval from the appropriate supervisor. While consulting is a recognized aspect of faculty activities with the limitations noted in
this document, consulting by professional or administrative staff must be justified on an individual basis by clear and direct benefit to the system.

When any of an individual’s salary is paid from funds for externally sponsored activities, the time allowable for consultation or other paid professional activities must comply with sponsor requirements.

Unpaid public services are not included in this policy, nor are occasional lectures that include fees, unless these activities require significant amounts of time or otherwise conflict with regular system obligations.

**Nepotism**

Relatives of members of the board or the chancellor shall not be employed by the system unless the employment took place at least one year prior to the appointment of the board member or the chancellor. Relatives of other system employees shall not be employed by the system in positions where the employee has the official authority to hire or recommend or approve the hiring, salary, or promotions of the relative. Relatives shall not be employed in the supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed. The provisions of this policy apply to all system programs regardless of funding source.

For the purposes of this policy, the term “relative” is defined as anyone related to the employee within the second degree of affinity or the third degree of consanguinity and includes the employee’s spouse and the employee’s or the spouses’ parents, grandparents, great grandparents, brothers, sisters, half brothers and sisters, children, grandchildren, great grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

**Conflicts of Interest**

Employees of the system shall avoid conflicts of interest, or the appearance of conflicts of interest, generally described as the use of one’s university employment to obtain unauthorized privileges, benefits, or things of value for oneself or others, including the following:

No employee shall solicit, engage, or agree to accept any privilege, benefit or thing of value for the exercise of his or her discretion, influence, or powers in the discharge of his or her duties as an employee except as is allowed by law.

No employee may be an officer, agent, employee, or member of, or own an interest in a professional activity that might require or induce him or her to disclose confidential information acquired by reason of his or her system position.

No employee shall accept employment or engage in any business or professional activity that might require or induce them to disclose confidential information acquired by reason of their system position.
No employee shall disclose confidential information obtained by reason of their system position, nor shall they otherwise use such information for their personal gain or benefit.

No employee shall transact any business for the system with any entity of which they are an officer, agent, employee, or member, or in which he or she owns a significant interest.

No employee shall make personal investments in any enterprise that might create a substantial conflict between their private interests and the system’s interest.

Failure of any employee to comply with the foregoing shall constitute grounds for discharge or other disciplinary action.

**Governmental Appearances**

All system employees appearing before Congress or the Texas Legislature, or their agencies, committees, or members to offer testimony, opinions, or commentary in regard to existing or potential laws, rules, or regulations, not expressly authorized to do so by the board or the chancellor, must clearly state in advance that they are appearing in their individual capacities and that their testimony, opinions, and commentary are not authorized by, and must not be construed as reflecting on, the position of the system.

**References**

SAM 02.01  
MAPP 02.01.07  
University of Houston System Board of Regents 49.02  
Addendum 1.1A  
Addendum 1.1B

Last revised on 8/31/2012

**REVIEW AND RESPONSIBILITY**

Responsible party: Student Life Policy Team  
Review: Every two years on or before August 31st

**APPROVAL**

Dr: Noel J. Clarke, Director Business Operations