



4.5.13 Consulting and Outside Employment

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| Chapter 4 - General Personnel | Original Effective Date: November 2000 |
| Section: 4.5 Employment Administration | Date Last Reviewed: February 2021 |
| Responsible Entity: Vice President and Chief Human Resources Officer | Date Last Revised: February 2021 |

I. Purpose

Subject to the provision below and in compliance with Chapter 10 (Ethics, Standards of Conduct, and Relationships with External Entities) of the Institutional Handbook of Operating Policies (IHOP), employees may accept outside employment or consulting if such additional responsibilities do not conflict with their primary obligations to the UT Health Science Center at San Antonio (UT Health San Antonio) and adhere to the guidelines listed under section III.

II. Scope

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

III. Policy

- A. Employees may accept outside employment or consulting as long as such additional responsibilities do not conflict with their primary obligations to UT Health San Antonio and provided that all such activities are approved in advance by the President or designee and that such activities conform with all applicable laws and regulations.
- B. Members of a School's service, research and development plan (Medical Service, Research and Development Plan, Dental Service, Research and Development Plan, Nursing Service, Research and Development Plan, and School of Health Professions Faculty Service Research and Development Plan) who are employed part-time by UT Health San Antonio at 50% FTE or greater are prohibited from Moonlighting unless they are meeting all clinical and productivity targets and have the endorsement of the Department Chair and express written consent of the School Dean and the President or the President's designee, prior to engaging in Moonlighting
- C. All other elements of a School's service, research and development plan remain in force as does compliance with UT Health San Antonio policies and reporting requirements for earning income outside the course and scope of the individual's employment at UT Health San Antonio.

IV. Definitions

When used in this document with initial capital letter(s), the following words have the meaning set forth below unless a different meaning is required by context.

Moonlighting - the performance of professional medical services external to, and outside the course and scope of, the individual's employment at UT Health San Antonio, in exchange for consideration.

V. Related References

Reference IHOP [Chapter 10 Ethics, Standards of Conduct, and Relationships with External Entities](#), for policies, procedures, disclosure and reporting requirements governing outside activities and professional relationships with non-UT Health San Antonio organizations that may involve potential conflicts of interest or conflicts of commitment.

Institutional Handbook of Operating Policies

[10.1.2 Code of Ethics and Standards of Conduct](#)

[10.1.6 Conflicts of Interest in Research and Disclosure](#)

[10.1.8 Conflict of Interest, Conflict of Commitment, and Outside Activities](#)

[10.1.12 Institutional Conflict of Interest Policy](#)

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

| Effective Date | Action Taken | Approved By | Date Approved |
|----------------|------------------------------------|---------------------|---------------|
| 11/2000 | Approved | | |
| 12/2001 | Reviewed | | |
| 06/2013 | Reviewed | | |
| 02/2021 | Reviewed | Executive Committee | 2/09/21 |
| 12/2024 | Policy Revision/Discretionary Edit | | |