

November 18, 2019

To: Department Chairs, Business Officers and Academic Personnel Analysts
(via SBCHR-L and SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Routing of Outside Professional Activity Reports in OATS

The UC OATS system is now in use for outside activity reporting and prior approval processing as outlined in [\(APM\) 025, Conflict of Commitment and Outside Activities of Faculty Members](#). Most faculty have successfully submitted their annual certification reports for 2018-19 which were due by October 31, 2019.

It has come to our attention that the interface between the campus data file upload and the OATS system created some approval workflow errors. Specifically, some jointly appointed faculty reports routed through at least one department, but may not have routed through every department in which the faculty holds a partial appointment. This does not adversely affect compliance status for faculty who submitted their 2018-19 reports and there is no action to be taken by departments at this time. We are working the program developers to resolve this issue.

Department staff reviewers recently received updates about their faculty's 2018-19 certification progress. Faculty reports are either Accepted (approved), In Process (pending in a Reviewer or Approver queue), or Not Submitted. We encourage Reviewers and Approvers to log into OATS at <https://ucsb.ucoats.org> to review items which may be awaiting processing.

System-wide and campus resources are available on our Training Resources page <https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/>. See **How to Access Reports and Forms** under Quick Tips to access your department lists. If departments need information about specific faculty members, they may contact AP.

Questions regarding this announcement may be directed to June Betancourt at june.betancourt@ucsb.edu x5728.

Questions regarding APM 025 policy, annual reporting, or prior approval requirements may be addressed to Helly Kwee at helly.kwee@ucsb.edu x5428 or Lia Cabello at lia.cabello@ucsb.edu x5979.

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu