

Date: February 4, 2022

To: Academic Department Chairs and Deans (via SBCHR-L)
AP Department Business Officers and Staff (via SBADM-L)

From: June Betancourt
Academic Personnel Director

Re: OATS User Interface Updates and System Issues

APM 025, Conflict of Commitment and Outside Activities of Faculty Members, requires every faculty member to file an annual report of category I and II outside activities and to seek prior approval for category I or student involvement. The campus transitioned to OATS, the systemwide Outside Activity Tracking System, starting in 2018-19. OATS may be accessed directly at <https://ucsb.ucoats.org/>

In response to feedback from UCSB and other campuses, the programming team responsible for OATS made a number of significant changes to the OATS user interface which were released today. A description of these changes is available at https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/2022-02_User-Interface-Update.pdf

Although these updates may change the appearance of some screens in OATS, the underlying functionality should remain the same. However, we are receiving reports of users having difficulty with some functionality, e.g. reporting effort. We have reported these irregularities to the programming team. If you encounter difficulties in time reporting, we encourage you to hold off until next week when we expect that these issues will be resolved.

System users are encouraged to reference the resource materials available at <https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/>. General information about how to use the system, including how to report effort, may be found in the [Quick Tips](#) guide. Resources will be updated as soon as feasible to reflect changes resulting from the new user interface.

Local policy and procedure concerning outside activities and conflict of commitment may be found in [Red Binder I-29](#). Systemwide guidance may be found at <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-025.pdf>

Questions about APM 025 policy may be directed to Lia Cabello, lia.cabello@ucsb.edu or Mira Lázaro, mmlaza@ucsb.edu

Questions about this message may be directed to my attention at june.betancourt@ucsb.edu