



# ACADEMIC PERSONNEL

## UNIVERSITY OF CALIFORNIA, SANTA BARBARA

---

May 13, 2014

To: Academic Department Chairs, Business Officers, and all Senate Faculty  
(via SBCHR-L, SBADM-L, SBFACU-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Outside Professional Activity prior approval requirements

This is a reminder that System-wide and Campus academic personnel policies require prior approval for Senate Faculty engaging in certain types of outside professional activities. Prior approval is required to: (1) engage in Category I activities, (2) exceed the 39 day limit on outside professional activities, or (3) involve a graduate student in outside professional activity.

All prior approval requests will be processed on-line. Requests must be approved prior to engaging in any of the above listed activity. Requests are to be processed as follows: Sign on to the Academic Personnel web site at <https://ap.ucsb.edu> using your UCSBnetID and password. Under the "Dashboard" heading, select "Outside Professional Activities (APM 025), the select the "Category I Activities" tab. The request will be automatically routed for review and approval once the "Submit for Approval" button is selected. You will receive an e-mail notification once the request has been approved.

The relevant policies are available as follows:

APM 025; Conflict of Commitment and Outside Activities of Faculty Members  
<http://www.ucop.edu/academic-personnel/ files/apm/apm-025-07-01.pdf>

Red Binder I-29: Conflict of Commitment and Outside Professional Activities  
<https://ap.ucsb.edu/policies.and.procedures/red.binder/index.cfm>

The annual report on Outside Professional Activities will be available on-line after July 1. A reminder of the reporting requirement, along with instructions for on-line completion will be sent to all Senate Faculty after July 1.

Questions regarding the prior approval may be addressed to Viktoriya Filippova at [Viktoriya.filippova@ucsb.edu](mailto:Viktoriya.filippova@ucsb.edu), x5428 or Karen Moreno at [Karen.moreno@ucsb.edu](mailto:Karen.moreno@ucsb.edu), x5429. Technical questions may be submitted to [help@ap.ucsb.edu](mailto:help@ap.ucsb.edu)