

May 17, 2018

This message is being sent to all Academic Department Chairs and all Senate Faculty and copied to Academic Business Officers.

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, or (2) involve a graduate student in outside professional activity.

Category I activities include, but are not limited to:

- Assuming an executive or managerial position in a for-profit or not for profit business
- Assuming a founding or co-founding role of a company
- Administering a grant outside the University that would ordinarily be conducted under the auspices of the University
- Establishing a relationship as an employee outside of the University, including teaching or research at another institution.

Prior approval of Category I activity is required even if the activity will take place while on an approved leave or over the summer period.

All prior approval requests will be processed via AP Folio. Requests must be approved prior to engaging in any of the above listed activity. Requests are to be processed as follows: Sign on to AP folio via the Academic Personnel web site at <https://ap.ucsb.edu> using your UCSBnetID and password. Once signed on, select "Outside Professional Activities (APM 025), the select the "Prior Approval (Category 1 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 Annual Report on Outside Professional Activities will be available online after July 1. A reminder of the reporting requirement, along with instructions for reporting will be sent to all Senate Faculty after July 1.**

The relevant policies are available as follows:

[APM 025: Conflict of Commitment and Outside Activities of Faculty Members](#)

[Red Binder I-29: Conflict of Commitment and Outside Professional Activities](#)

Questions regarding the prior approval may be addressed to Helly Kwee at [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu) x5428 or Lia Cabello at [lia.cabello@ucsb.edu](mailto:lia.cabello@ucsb.edu) x5979.

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