May 8, 2019

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

From: Cindy Doherty, Academic Personnel Director
           Alison Butler, Associate Vice Chancellor for Academic Personnel

Re: New on-line systems: Leave request module and Outside Activity Reporting

We are happy to announce the implementation of two new on-line systems. Both are intended to streamline and improve existing processes.

<u>Leave requests</u>
Beginning later this month, all leaves requests, including sabbatical, medical, personal, or research leaves, as well as requests for Active Service Modified Duties (ASMD), will be submitted and processed via *AP Folio* on the Academic Personnel web site.   You will receive a separate notice when the system goes live.   When an academic employee wishes to request a leave, rather than submitting a memo to the department, they will sign on to *AP Folio* and submit the request electronically by filling out the on-line form. The request will be routed for approval through the department, dean's office, and Academic Personnel, as appropriate. Hard copy approval memos will continue to be sent to the employee. Training for Departmental staff was held in late April. FAQs will also be posted to the Academic Personnel web site. Please note that there are no changes to policy or approval authority, rather this is simply a transition from paper to an on-line system. Approved leaves or requests in progress need not be resubmitted.

<u>Outside Professional Activity Reporting</u>
UCSB has also started implementation of the UC Outside Activities and Tracking System (OATS). OATS is a multi-campus collaborative project under the direction of a system-wide governance structure which includes campus representation. The software development and implementation team is the UCLA DGSOM Digital Technology (DGIT) Office. OATS will replace UCSB's online *AP Folio* Conflict of Commitment reporting system for reporting year 2018-19 forward. Faculty with outstanding reports from prior years will still have access to *AP Folio* in order to complete those reports. OATS is a more user friendly system that we expect will simplify the annual reporting process, requests for Category I prior approval, and involvement of students in outside activities.

OATS is a role-based system where access and functionality is assigned as follows:

Faculty - required to report outside activities
Reviewers – administrative and departmental staff responsible for reviewing APM 025 prior approval Category I and student involvement requests, and annual certifications
Approvers – department chairs and deans responsible for approving APM 025 prior approval Category I and student involvement requests, and annual certifications.

In preparation for the implementation of OATS in early to mid June, the DGIT team will be on campus and conducting training at the end of May as follows:

OATS training schedule:
Faculty session:
Tues May 28, 10:30-12pm in the McCune Conference Room, HSSB 6020
(Faculty will be emailed directly, but please also share this information as you find appropriate. Prior registration not required.)

Reviewer (staff) sessions:
Tues May 28, 8:30-10:00am in the McCune Conference Room, HSSB 6020
Wed May 29, 10-11:30am in the McCune Conference Room, HSSB 6020
(Please register online via the Academic Personnel website under the Staff Training Registration link.)

Approver (chairs, deans, administrators) session:
Wed May 29, 2-3:30pm in the Social Sciences Media Studies Building, SSMS 2135
(Prior registration not required)

We strongly encourage staff and chairs to attend the reviewer and approver sessions as appropriate so you become familiar with the system and your role prior to implementation. The sessions will also be recorded for later viewing and additional system-wide and campus resources will be made available once the system is live.

Questions regarding this announcement or the OATS training may be directed to June Betancourt at june.betancourt@ucsb.edu

System-wide UC OATS information is available online at
https://info.ucoats.org/pages/training

Campus policy: Red Binder I-29: Conflict of Commitment and Outside Professional Activities

System-wide policy:
APM-025: Conflict of Commitment and Outside Activities of Faculty Members

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