

Date: June 16, 2022

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

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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 [UC OATS](#). Requests must be approved prior to engaging in any of the above listed activity.

Please see **Faculty with Category I Outside Activities in 2022-23 requiring Prior Approval** available at

<https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/>

The request will be automatically routed for review and approval in OATS. You will receive an e-mail notification once the request has been approved.

**Please note:** 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 prior approval may be addressed to Mira Lázaro [mslaza@ucsb.edu](mailto:mslaza@ucsb.edu), Lia Cabello [lia.cabello@ucsb.edu](mailto:lia.cabello@ucsb.edu) or Helly Kwee [helly.kwee@ucsb.edu](mailto:helly.kwee@ucsb.edu)

Technical questions may be submitted to [help@aait.ucsb.edu](mailto:help@aait.ucsb.edu)