

August 1, 2016

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

From: Cindy Doherty, Director, Academic Personnel

Re: Annual Report on Outside Professional Activities (APM 025)

This is a reminder that the University of California Academic Personnel Manual (APM 025, Conflict of Commitment and Outside Activities of Faculty Members), requires certain faculty members to file an annual report of certain outside activities (Category I and II, as described below) with the Department Chair each year.

Faculty holding the following titles at 50% time or more must report annually:

- Assistant Professor, Associate Professor, Professor
- The above titles when used with an Acting or Adjunct pre-fix
- Lecturer PSOE, Lecturer SOE, Senior Lecturer SOE

**Reporting will be done online** as follows:

- 1) Sign on to the Academic Personnel web site at <https://ap.ucsb.edu> using your UCSBnetID and password.
- 2) Under the "AP Folio" heading, select "Outside Professional Activities."
- 3) Fill out the annual report for 2015-16, including all Category I and II activity. Note that the form can be saved for further updating if you prefer to update throughout the year.
- 4) Upon completion, select "submit" which will forward the form to the Department Chair(s) for approval.

**Please Note:**

- Faculty with appointments in multiple departments need only complete the form once. The form will be automatically route to the appropriate Department Chairs for approval.
- If there were no reportable activities during the year, the appropriate box on the form is to be checked and the form submitted to the Chair(s).
- Retired faculty are not required to complete a 2015-16 report. New hires for Fall 2016 are not required to complete a 2015-16 report.
- If reports have not yet been filled out for prior years, they must also be done on-line by selecting the appropriate reporting year.
- Department Chairs will also approve the forms online by signing onto the Academic Personnel web site.

- Forms are stored electronically and are available to department staff for inclusion in personnel cases.

Forms must be completed no later than **October 31, 2016** and should include activities for the period of July 1, 2015 through June 30, 2016. Because the annual reports must be included in faculty advancement cases, faculty putting forward cases during the 2016-17 cycle will need to complete the forms prior to the departmental deadline for submission of case materials.

Further information regarding reportable activity follows:

**Category I** activities are likely to raise issues of conflict of commitment. They include such activities as:

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

**Category II** activities are unlikely to raise issues of conflict of commitment and are allowed up to a 39 day limit. They must also be reported on an annual basis and include such activities as:

- Teaching for University Extension.
- Providing consulting services.
- Serving on the board of directors of an outside entity
- Providing workshops for industry.

Campus procedure for reporting, as well as for acquiring prior approval for Category I activities may be found in [Red Binder section I-29](#)

Questions regarding the annual report may be addressed to

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