

September 9, 2019

To: Business Officers and Academic Personnel Analysts (via SBADM-L)
From: Cindy Doherty, Academic Personnel Director
Re: Outside Professional Activity Reports processing in OATS

In July 2019 the UC OATS system replaced UCSB's *AP Folio* Faculty Conflict of Commitment and Outside Activities (APM 025) reporting system for reporting year 2018-19 forward. As you may be aware, staff now play an important role in facilitating APM 025 requirements for faculty within the OATS system.

We encourage the appropriate departmental staff to log into OATS at <https://ucsb.ucoats.org> to review any pending 2018-19 reports which may be awaiting processing, particularly for those faculty undergoing personnel reviews in the 2019-20 cycle.

In order to assist with this task, system-wide and campus resources are available on our Training Resources page <https://ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/> Campus resources now include a step-by-step *Reviewer's Guide to Annual Certification Processing* as well as a *Quick Tips for Faculty Users* sheet. While the *Quick Tips* sheet is aimed at faculty, it should also be useful for staff.

Staff are encouraged to review this information and reach out to Academic Personnel with any questions or concerns.

Questions regarding this announcement may be directed to June Betancourt at june.betancourt@ucsb.edu x5728.

Questions regarding APM 025 policy, annual reporting, or prior approval requirements may be addressed to Helly Kwee at helly.kwee@ucsb.edu x5428 or Lia Cabello at lia.cabello@ucsb.edu x5979.

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