Conflict of Commitment and Outside Activities
APM 025

Presented May 2019

Updated July 2020

APM 025 *Conflict of Commitment and Outside Activities Reporting*

▶ Policy governs conflicts of time and effort that may interfere with the faculty member's primary professional obligations to UC

▶ Applies to titles at 50% time or more:
  - ▶ Assistant, Associate, full Professors
  - ▶ Lecturer PSOE, Lecturer SOE, Sr. Lecturer SOE
  - ▶ Above titles when used with Acting or Adjunct pre-fix
  - ▶ Faculty administrators

▶ Additional Reporting requirements & restrictions apply for full-time faculty administrators
  - ▶ Deans (APM 240)
  - ▶ Associate Vice Chancellor (APM 246)

APM 025 *Requirements*

- ▶ Prior approval
  - ▶ for Category I activities
  - ▶ for activities involving students
- ▶ Annual reporting
  - ▶ of Category I or Category II activities, or certification of no activity
- ▶ 39 day (312 hour) limit during academic year, even with prior approval
- ▶ Compensated *or* uncompensated activity
- ▶ During periods of leave
  - ▶ Unpaid leave: no time limits or effort reporting
  - ▶ Paid leave (e.g. sabbatical): requires activity & time reporting

APM 025 *Summer Policies*

- ▶ Conflict of Commitment, but no time limits during summer unless receiving additional University summer compensation
  - ▶ e.g. Research compensation (summer salary)
- ▶ Limit of one day (8 hrs) per week during periods when University summer compensation is received
  - ▶ Separate from 39 days during academic year
  - ▶ Funding agencies *and/or* UCSB's Office of Research may have restrictions
- ▶ Prior approval required for Category I activities or student involvement

APM 025 *Categories of Outside Activity*

- Category I examples *(require prior approval)*:
  - Assuming an executive or managerial position in a for-profit or non-profit business
  - Assuming a founding or co-founding role of a company
  - Administering a grant outside of UC
  - Establishing a relationship as salaried employee outside the University, incl. teaching or research at another institution
- Category II examples *(allowed without prior approval up to 39 day limit)*:
  - Teaching for Prof. and Continuing Education (formerly Extension)
  - Providing consulting services
  - Serving on a board of directors of an outside entity
  - Providing workshops for outside industry

APM 025 *Categories of Outside Activity*

- Category III *(part of faculty member's scholarly and creative activity even if compensated; not subject to 39 day limit)*:
  - Serving on a committee, panel, or commission established by a governmental agency.
  - Acting as a reviewer or editor for journal or book manuscripts.
  - Serving as a committee member or an officer of a professional or scholarly society, or providing professional services to such societies.
  - Participating in or accepting a commission for an artistic performance or event not sponsored by the University.
  - Presenting an invited lecture or paper at a meeting.
  - Developing scholarly communications, even when such activities result in financial gain.
  - Accepting honoraria (other than those received for Category II activities) and prizes.

APM 025 *What's changing?*

- ▶ System is changing, policy *is not* changing
  - ▶ OATS replaces AP Folio for reporting year 2018-19 forward
- ▶ Activity reported in hours not days (312 hours = 39 days)
- ▶ Activity entries may be made throughout the year
- ▶ User roles in OATS:
  1. Faculty
  2. Reviewers (administrative staff)
  3. Approvers
- ▶ Deans review and approve or deny prior approval requests
- ▶ For personnel cases, faculty certify annual reporting compliance on Safeguard Statement

Resources

- ▶ Campus APM 025 policy *(now under revision to reflect changes):*
  - ▶ Red Binder I-29: Conflict of Commitment and Outside Professional Activities https://ap.ucsb.edu/policies.and.procedures/red.binder/
- ▶ System-wide APM 025 policy:
  - ▶ APM-025: Conflict of Commitment and Outside Activities of Faculty Members https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-025-07-01.pdf
- ▶ System-wide UC OATS information:
  - ▶ https://info.ucoats.org/pages/training
- ▶ UCSB OATS project page:
  - ▶ https://aait.ucsb.edu/projects/oats/

Resources

- Academic Personnel
  - Helly Kwee – MLPS, Engineering, ORUs, Bren
    - x5428, helly.kwee@ucsb.edu
  - Lia Cabello – Soc Sci, Acad Programs, Creative Studies, Educ, HFA
    - x5979, lia.cabello@ucsb.edu
  - June Betancourt – Assoc. Director
    - x5728, june.betancourt@ucsb.edu
  - Cindy Doherty – Director
    - x8332, cindy.doherty@ucsb.edu