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/](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](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](https://info.ucoats.org/pages/training)
- UCSB OATS project page:
  - [https://aait.ucsb.edu/projects/oats/](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