

Date: June 11, 2021

To: Faculty (via [faculty@scotmail.ucr.edu](mailto:faculty@scotmail.ucr.edu))

From: Daniel Jeske, Vice Provost for Academic Personnel



Cc: Elizabeth Watkins, Provost and Executive Vice Chancellor  
Academic Personnel Office  
Academic Senate Office  
Academic Personnel Directors

Re: University of California Conflict of Commitment Policy

This communication seeks to clarify some responsibilities regarding Conflict of Commitment. In particular, it will address questions around when and what to report, and whether prior approval and reporting requirements apply to the summer months.

The UC Regents' Standing Order 103.1(b) states that faculty members shall not allow outside employment to interfere with primary University duties. Since some outside activities may raise the appearance of a conflict of commitment, the University has established specific guidelines for managing such activity. Academic Personnel Manual sections [025](#) (general campus faculty), [671](#) (Health Science Compensation Plan Faculty), [240](#) (Deans), and [246](#) (Faculty Administrators, 100% Time) clarifies a faculty member's commitment to the University and outlines reporting guidelines for outside professional activity. Each policy includes specific time limits for certain types of outside professional activities.

The purpose of APMs 025 and 671 as well as our implementation of these policies, is not to restrict, but rather to engage in conversations and review information in a timely manner so that faculty and HSCP members can participate in a wide array of activities that benefit the University of California and the academic community at-large.

As a faculty member, you have obligations to the University of California. APMs 025 and 671 state: "Outside professional activities must be undertaken in a manner consistent with the faculty member's professional obligations to the University. Outside activities must not conflict with the faculty member's obligations to students, colleagues, or to the University as a whole. In order to fulfill those obligations, faculty members must maintain a significant presence on campus, meet classes, keep office hours, hold examinations as scheduled, be accessible to students and staff, be available to interact with University colleagues, and share service responsibilities throughout every quarter or semester of active service."

In addition to being available, your professional obligations to the University also mean being aligned with the University of California in your outside professional activities. You are representing the University and that alignment should be clear.

To comply with policy and assist with reporting, the University of California uses UC Outside Activity Tracking System ([UC OATS](#)). This is a web-based application that supports the required collection, review, approval, and annual reporting of the outside professional activities subject to the University of California's Conflict of Commitment policies. For more information, visit the following website: <https://academicpersonnel.ucr.edu/conflict-commitment>.

To help clarify understanding around the APM 025 and 671 policies, my office has created the attached Conflict of Commitment Frequently Asked Questions ([FAQs](#)) document for your review and reference. This is in addition to the Conflict of Commitment information page located within the Academic Personnel Office (APO) website: <https://academicpersonnel.ucr.edu/conflict-commitment>.

### **Clarification of Reporting Requirements During the Summer Months**

In accordance with the language within APM 025 and 671, faculty and HSCP members must still request prior approval for all Category 1 activities, even during summer months. The policies only state that there are no restrictions on *the number of days* for Category I and II activities during summer, and only for academic year appointees (9/12) who are not collecting summer salary.

### **Category I Prior Approval Requests**

In order to expedite Category I prior approval requests, sufficient detail must be provided. To facilitate, my office is issuing the attached [Checklist for Category I Prior Approval Requests](#). This includes reminders to:

- Ensure activity length is no more than one year, unless justification is provided
- Provide thorough descriptions of the activity, your involvement, and beneficial outcomes to areas of research, industry, public service, or professional development
- Provide adequate justification for late or retroactive requests, or risk the activity being denied.
- Continue to provide a full memo on outside Teaching activities and justification for your participation (a long-standing practice at APO that has continued under UC OATS).

### **Conflict of Interest and Intellectual Property Policies**

Outside professional activities can be subject to a Conflict of Interest or Intellectual Property policy. If they do, additional consultation and steps to ensure compliance will be needed from the [Office of Research and Economic Development](#) (RED) at (951) 827-5535.

If you have any immediate questions on the University's Conflict of Commitment policy, I highly recommend you first review the FAQs and the Checklist provided, and if these resources are insufficient, please feel free to reach out to your academic personnel expert in your department or Dean's office, or to my office at [vpap@ucr.edu](mailto:vpap@ucr.edu) or [apomail@ucr.edu](mailto:apomail@ucr.edu).

If you have any questions, please email [apomail@ucr.edu](mailto:apomail@ucr.edu)

#### *Enclosures:*

1. Conflict of Commitment Frequently Asked Questions (FAQs) [[link](#)]
2. Category I Prior Approval Checklist [[link](#)]

#### *Resources:*

1. University of California's Conflict of Commitment policies:
  - [APM-025](#) (General Campus)
  - [APM-240](#) (Deans)
  - [APM-246](#) (Faculty Administrators at 100% Time)
  - [APM-671](#) (HSCP Members)
2. UC OATS Information website: <https://academicpersonnel.ucr.edu/conflict-commitment>
3. UC OATS User Support & User Guides: <https://academicpersonnel.ucr.edu/oats-support>