

## UC Davis Academic Personnel Manual

### General University Policy Regarding Academic Appointees

#### Section UCD-025, Conflict of Commitment and Outside Activities of Faculty Members

Date: 1/21/11

Supersedes: 7/28/03

Responsible Department: Academic Personnel

Source Document: UC APM-025

---

*Exhibit A, Summary of Conflict of Commitment and Outside Activities*

*Exhibit B, Report of Category I and II Compensated Outside Professional Activities and Additional Teaching Activities for the Fiscal Year*

#### 025-2 Purpose and Scope

This section implements APM-025 and outlines the preapproval and reporting requirements at UC Davis for faculty who are engaged in compensated and non-compensated outside professional activities. The Vice Provost--Academic Personnel will issue an annual call for submission of reports for Category I and Category II activities (see Exhibit A).

The following title series are covered by APM-025:

- Professor (including Acting)
- Professor in Residence
- Professor of Clinical X
- Adjunct Professor
- Clinical Professor
- Visiting Professor
- Lecturer with Security of Employment
- Lecturer
- Supervisor of Teacher Education
- Supervisor of Physical Education

#### 025-6 Responsibilities

a. Faculty

- 1) File a Report of Category I or II Compensated Outside Professional Activities and Additional Teaching Activities (Exhibit B) annually by November 1 of the following fiscal year, regardless of participation in Category I or II activities. These reports must include compensated activities during the academic year as well as during the summer months of each fiscal year (July 1-June 30). Faculty who have not engaged in these activities shall check the appropriate box and submit the form.
- 2) Request and receive written approval from the department chair **before** engaging in Category I activities (see Exhibit A and APM-025, Appendix B).
- 3) Ensure that, if engaged in Category I or II activities, these activities do not raise a real or perceived conflict of commitment; and consult with the department chair if these activities do raise a question of a real or perceived conflict of commitment.

b. Department Chair

- 1) Remind faculty annually of requirement to request and receive prior approval for Category I activities and any other outside activities that may create a question of perceived or real conflict of commitment.

- 2) Review and approve in writing, when appropriate, requests from faculty to engage in Category I activities that fall within the time limits and requirements defined in APM-025.
  - 3) Maintain records of approvals for Category I activities.
  - 4) Collect and review Report of Category I or II Compensated Outside Professional Activities and Additional Teaching Activities from all faculty by November 1, ensuring that the activities did not conflict with policy, and forward to the dean for approval.
  - 5) Discuss any conflict of commitment concerns with faculty member.
- c. Dean
- 1) Serve as final reviewer and office of record for annual reports when Category I or II activities have been reported.
- d. Chancellor or Provost & Executive Vice Chancellor

Compensated teaching or research at another institution while a faculty member is employed full-time at the University must be approved in advance by either the Chancellor or the Provost & Executive Vice Chancellor. The authority to approve these activities cannot be redelegated.

#### **References and Related Policies**

- a. Standing Order of The Regents 103.1(b).
- b. Academic Personnel Manual
  - 1) APM-005, Privileges and Duties of Faculty Members.
  - 2) APM-015, The Faculty Code of Conduct; and UCD-015, Procedures for Faculty Misconduct Allegations.
  - 3) APM-020, Special Services to Individuals and Organizations.
  - 4) APM-028, Disclosure of Financial Interest in Private Sponsors of Research.
  - 5) APM-670, Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by Health Sciences Plan Participants.