

## **Conflict of Commitment and Outside Activities of Faculty Members (APM 025)**

### **Procedures for Administering the Policy**

#### **Category I Pre-Approval**

Eligible faculty who anticipate Category I involvement in the coming academic year must prepare a *Request for Approval of Category I Activity* form and submit it to their Department Chair(s) for review and approval. This policy applies to salaried full-time and part-time faculty members, including Academic Deans, Provosts and Vice Chancellors. It does not apply to Unit 18 Lecturers, Research/Project Scientists, Specialists, and Academic Coordinators/Administrators.

The Department Chair on the General Campus reviews Category I requests based on the established criteria and makes a recommendation for either approval or disapproval and forwards the request to the Academic Personnel Office.

The Academic Personnel Office reviews the request and forwards it to the Dean for consideration. The Dean reviews Category I requests based on the established criteria and the Department Chair's recommendation and notifies the Department Chair and faculty member of his or her approval or disapproval of the request. If the Category I request is for administering a grant outside of the University, the Dean forwards the request with his or her recommendation to the Vice Chancellor for Research.

After action by the Dean, all requests and related correspondence on Category I activities are forwarded to the Academic Personnel Office and filed in the faculty member's official record.

If a request for participating in a Category I activity involves a partial or full leave of absence, the *Academic Leave of Absence/Sabbatical* form must be submitted to the Department Chair along with the request. The leave request and request for Category I pre-approval will be processed concurrently.

Faculty who are already engaged in Category I activity during the current academic year (2001/02) should notify their Department Chairs no later than June 1, 2002, and request approval to continue engaging in such activity.

#### **Annual Disclosures**

Faculty members are required to complete and submit an annual *Report of Category I and II Compensated Outside Professional Activities and Additional Teaching Activities* each year during Fall Quarter. These disclosures are due in the Department Chair's office no later than November 1<sup>st</sup> each year for the previous academic year, beginning in 2002. The Department Chair's signature on the annual disclosure form acknowledges receipt of the disclosure as required by policy. Disclosure forms are required even if the faculty member has nothing to disclose. In these cases, the faculty member checks the "I did not engage..." box.

Deans are responsible for ensuring that all faculty members submit an annual disclosure and that all disclosed Category I activity has been pre-approved. Deans' offices have flexibility in how they accomplish this.

The Office of the President plans to audit campuses on their compliance with the policies set forth in APM 025.

#### **Approval Authority**

For members of the Senior Management Group, such as Deans, Provosts and Vice Chancellors, the immediate supervisor is responsible for authorizing participation in outside professional activities that require prior approval.