

Conflict of Commitment and Outside Activities of Faculty Members

025-0 **Policy**

The University of California policy on conflict of commitment and outside activities of faculty members is set forth in the following pages.

025-2 **Purpose**

This policy affirms faculty responsibilities as members of the University of California and provides mechanisms to ensure that activities outside the University do not interfere with fulfillment of these responsibilities. This policy addresses compensated and uncompensated outside professional and non-professional activities. It provides specific guidelines designed to address potential conflicts of commitment arising when a faculty member wishes to undertake compensated outside professional activities. It also provides general guidance for: i) addressing potential conflicts of commitment for uncompensated outside professional activities; ii) addressing compensated and uncompensated outside non-professional activities; and iii) involving students in the outside professional activities of faculty.

This policy reinforces other University policies (listed in Appendix A). It does not replace professional and health science school policies which provide more detailed or specific guidelines on outside activities. Health sciences faculty who are members of a compensation plan may only retain professional income in accordance with the terms of the compensation plan.

This policy applies to full-time and part-time faculty members (as defined at APM - 110-4(14)). The term "faculty" includes, but is not limited to, all members of the Academic Senate and equivalent ranks, as defined in Regents' Standing Order 105.1 and Bylaw 55 of the Academic Senate. However, this policy does not apply to emeritus faculty members unless an emeritus faculty member is on recall status. In addition, this policy applies to all academic or other administrators who hold academic appointments in a faculty title series regardless of the current percentage of time related to the academic appointment. Academic administrators may also be subject to additional approval and reporting requirements as set forth in the University Policy and Guidelines on Outside Professional Activities for Officers and Designated Staff.

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025-4 **Definitions**

*Compensation* is defined as income, assets, or capital, either realized or having the potential to become realized.

*Outside Professional Activities* are defined as those activities that are within a faculty member's area of professional, academic expertise and that advance or communicate that expertise through interaction with industry, the community, or the public, and through consulting or professional opportunities.

*Outside Non-Professional Activities* are defined as activities that are not directly related to a faculty member's area of professional, academic expertise and that take place outside the University context.

An *Academic-Year Appointment* is an appointment in which the individual renders services to the University during the academic year, from the beginning of the fall term through the end of the spring term (APM - 600-4-d), or the equivalent of an academic year should the campus operate year-round.

A *Fiscal-Year Appointment* is an appointment in which the individual renders service to the University throughout the calendar year as opposed to the academic year. Fiscal-year appointees accrue vacation time in accordance with APM - 730.

A *Day* is defined on a case-by-case basis, using common sense and customary practice. The University recognizes and supports a framework of diverse hours and schedules to accommodate teaching, research and creative work activity, University service, and University-related public service. Accordingly, these guidelines do not provide a strict definition of a day. Faculty members and department chairs or other appropriate administrators should exercise sound professional judgment, taking into account reasonable work schedules, when determining what constitutes a day of outside activity. Upon request from the Chancellor or his or her designee(s), faculty members should be prepared to provide an explanation of the definition of "day" used in preparing the prior approval and disclosure form or the annual report form (see APM - 025-20).

025-6 **General Principles**

In joining the University faculty, scholars accept as their own the University's responsibilities to advance and communicate knowledge. For purposes of advancement and promotion, the performance of faculty members in fulfilling their University obligations is evaluated by grouping their activities into four

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interrelated categories: teaching, research and creative work activity, professional competence and activity, and University or University-related public service. Whether professional or non-professional, compensated or uncompensated, an outside activity that interferes with successful performance of the faculty member's University obligations represents a conflict of commitment.

Teaching and research or creative work activity are clearly the primary activities of the faculty and receive the largest commitment of effort and energy. A faculty member is obligated to have a significant presence on campus, to meet classes, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with University colleagues, and to share service responsibilities throughout every quarter or semester of active duty.

Faculty members are also expected to participate in University activities and to use their professional expertise to contribute to their professions and to the community. University activities and outside professional activities can be positive contributors to fulfilling one's University obligations. The University sees great value in activities outside the University that advance and communicate knowledge through interaction with industry, the community, and the public, and through consulting and professional opportunities.

Regents' Standing Order 103.1(b) states that faculty members shall not allow outside employment to interfere with primary University duties. Pertinent provisions of Regulation No. 4 (Special Services to Individuals and Organizations, APM - 020) implement the Standing Order and reinforce the concept that outside professional activities may be a valuable contribution to the University and to an individual's professional growth so long as the activities are undertaken in a manner consistent with the full performance of the faculty member's primary University obligations. Because compensated outside professional activity may raise the appearance, or the reality, of a conflict of commitment to the faculty member's University obligations, the University has established specific guidelines for managing such activity. These guidelines are presented in APM - 025-10, and mechanisms for managing them are presented in APM - 025-20. The University recognizes that uncompensated outside professional activities and compensated and uncompensated outside non-professional activities may on occasion also present the appearance, or the reality, of a conflict of commitment. General guidance for addressing such circumstances is presented in APM - 025-30 and 025-40, respectively. The University also recognizes that faculty members may draw upon their professional, academic expertise in the context of their personal lives (e.g., an architect redesigning his or her home, an economist managing his or her investments) and that such activity may result in compensation, under the definition used in this policy. If activities such as these should present the

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appearance or the reality of a conflict of commitment, they should be handled in a manner similar to that for compensated and uncompensated outside non-professional activities (APM - 025-40). General guidance for involving students in outside professional activities is provided in APM - 025-50.

A faculty member may pursue compensated and uncompensated, professional and non-professional activities, adhering to the principles and guidelines described herein. If the faculty member anticipates that any such outside activity would interfere with performance of University duties and responsibilities, then under certain circumstances the University may grant the faculty member a leave to pursue the activity. Leaves for this purpose must be reviewed annually and are normally allowable for a maximum of two years, subject to approval of an exception by the Chancellor.

025-10 **Guidelines for Compensated Outside Professional Activities**

a. **General**

These guidelines affirm principles and guidelines stated in the Faculty Code of Conduct (APM - 015), the criteria for appointment in the Professor series (APM - 220), and the criteria for review of merit and promotion (APM - 210). As stated in APM - 015, Section II – The Faculty Code of Conduct, the role of the faculty and administration in assuring sound professional action and judgment is as follows:

The University seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values, and to furthering the search for wisdom. Effective performance of these central functions requires that faculty members be free within their respective fields of competence to pursue and teach the truth in accord with appropriate standards of scholarly inquiry.

The faculty's privileges and protections, including that of tenure, rest on the mutually supportive relationships between the faculty's special professional competence, its academic freedom, and the central functions of the University. These relationships are also the source of the professional responsibilities of faculty members. (Preamble)

In support of the University's central functions as an institution of higher learning, a major responsibility of the Administration is to

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protect and encourage the faculty in its teaching, learning, research, and public service. (Part I, Professional Rights of Faculty)

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry. (AAUP Statement, 1966; Revised, 1987) (Part II.B, Scholarship)

Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. (Part II.C, The University)

While fulfilling his or her University obligations, a faculty member may pursue compensated outside professional activities that advance or communicate knowledge through interaction with industry, the community, or the public, and through consulting or professional opportunities. Such activities give the individual experience and knowledge valuable to teaching, research, and creative work activity and/or provide a University-related public service.

Compensated outside professional activities are the ones most likely to cause real or apparent conflicts of commitment. For this reason, the University has established guidelines on the amount of time allowed for such activities and identified three categories of compensated outside professional activities that vary in the extent to which they may raise conflict of commitment issues. Accordingly, compensated outside professional activities which fall into these different categories have different requirements as to prior approval, inclusion in the time limit, and annual reporting.

**b. Time Limits on Compensated Outside Professional Activities**

The following time limits apply to each fiscal year. Allowable days not used one year may not be carried forward to the next year.

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A full-time faculty member on an academic-year appointment normally may engage in compensated outside professional activities for up to 39 days from the start of the fall term through the end of the spring term (including inter-session), or during the equivalent of an academic year if the campus is operating on a year-round schedule. There are no restrictions on the number of days of compensated outside professional activity for academic-year faculty during the summer months (or equivalent term, if on a year-round schedule) unless an academic-year faculty member is receiving University compensation for the summer (or equivalent term). If an academic-year faculty member is receiving University summer (or equivalent term) compensation, then the applicable limit on compensated outside professional activities is the equivalent of one day per week during the period in which compensation is received.

A full-time faculty member on a fiscal-year appointment may engage in compensated outside professional activities for up to 48 days during the months of active service. There are no restrictions on the number of days of compensated outside professional activity during the periods of vacation leave (unless the faculty member is earning additional University compensation during the vacation leave).

For part-time faculty (i.e., those with less than a full-time appointment), the applicable time limit is prorated based on their percentage appointment at the University. In addition, compensated outside professional activity conducted during the remaining percentage of time is at the faculty member's discretion. For example, a 50 percent academic year appointee would be allowed 19.5 days ( $39 \times .50$ ) during the academic year, some or all of which could be conducted during the faculty member's normal University working hours provided that the faculty member had otherwise fulfilled his or her obligations to the University. In addition, the faculty member could engage in additional compensated outside professional activities during the time not committed to the University.

The Chancellor may approve in writing compensated outside professional activities which exceed these time limits for an individual faculty member, or a group of faculty, when in the Chancellor's opinion the activity benefits the University.

**c. Categories of Compensated Outside Professional Activities**

Compensated outside professional activities are divided into three categories in terms of the extent to which they may raise conflict of commitment issues.

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For each category, there are different requirements as to prior approval, inclusion in the time limit, and annual reporting. Each of the categories and the related requirements are described below.

- (1) **Category I** activities are likely on their face to raise issues of conflict of commitment. In order to engage in such activities while an active member of the faculty, the faculty member must make a written request (see APM - 025, Appendix B) to the Chancellor or Chancellor's designee(s) and receive written approval. Requests must be submitted and approved annually, unless approved for a longer term, which may not exceed five years. Prior approval does not affect the scope of annual reports of professional activities. If permitted, Category I activities are counted within the 39/48-day time limit and must be reported annually (see APM - 025, Appendix C). Category I activities include the following:

Assuming an executive or managerial position in a for-profit or not-for-profit business, which is generally not allowable. For purposes of this policy, executive or managerial positions do not include: a) serving on the board of directors of an outside entity, or b) providing consulting services or engaging in professional practice through the faculty member's single member professional corporation or sole proprietorship. Also, providing professional services through a more complex type of organization, in which the role of the faculty member might potentially be classified as executive or managerial, is ordinarily allowable in disciplines where the Chancellor has determined that professional practice is generally accepted as being integral to faculty work (e.g., in architecture or law). In such disciplines, multi-year approvals, which may not exceed a five year term, are appropriate.

Administering a grant outside the University that would ordinarily be conducted under the auspices of the University, which is generally not allowable (see the Policy on the Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University (12/15/94)).

Establishing a relationship as a salaried employee outside the University. In addition, with the exception of delivering occasional lectures or participating in UC-sponsored continuing education programs, compensated teaching or research at another institution while employed as a full-time faculty member at the University is

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not permitted without prior written approval of only the Chancellor or Executive Vice Chancellor.

Engaging in other compensated outside professional activities which common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

- (2) **Category II** activities are unlikely to raise issues of conflict of commitment and are ordinarily accepted as regularly performed compensated outside professional activities. Because of this, they are ordinarily allowable without prior approval. Category II activities are counted within the 39/48-day time limit and must be reported annually (see APM - 025, Appendix C). Examples of Category II activities include the following:

Providing expert testimony in administrative, legislative, or judicial proceedings.

Providing consulting services or referrals or engaging in professional practice where such activities are provided by the faculty member acting as an individual or are provided by the faculty member through his or her single member professional corporation or sole proprietorship. Providing such services through other types of organizations or arrangements (e.g., through a publicly held corporation) requires prior approval in accordance with APM - 025-10-c(1).

Serving on the board of directors of an outside entity.

Providing a workshop for industry.

Undertaking compensated outside professional activity not mentioned in Categories I or III and that common sense and good judgment indicate are not likely to raise issues of conflict of commitment.

In addition, in accordance with APM - 662, faculty members may receive additional compensation for specified additional University teaching activities (i.e., UNEX courses and programs, other continuing education programs run by the University, and self-supporting UC degree programs), and these activities are also reportable and counted within the 39/48-day limit.



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- (3) **Category III** activities are integral to all disciplines and ordinarily do not present issues of conflict of commitment. They are accepted as part of the faculty member's scholarly and creative work. Even if compensated, they are allowable and not counted within the 39/48-day limit. Category III activities do not need to be reported annually; however, the Chancellor or his or her designee(s) may under certain circumstances ask for information about them (see Additional Relevant Information, APM - 025-20-c). Examples of Category III activities include the following:

Serving on a federal, state, or local government agency, committee, panel, or commission.

Acting in an editorial capacity for a professional journal.

Reviewing journal manuscripts, book manuscripts, or grant or contract proposals.

Attending and presenting talks at scholarly colloquia and conferences.

Developing scholarly communications in the form of books or journal articles, movies, television productions, and similar works, even when such activities result in financial gain.

Serving as a committee member or as an officer of a professional or scholarly society.

Accepting a commission for an artistic work or performance that is considered an integral part of a faculty member's academic portfolio (e.g., a work of art or a dance performance).

Accepting honoraria (other than those received for Category II activities) and prizes.

025-20 **Managing Compensated Outside Professional Activities**

Campuses are charged with implementing the procedures necessary to properly manage compensated outside professional activities. Integral to these procedures are mechanisms for requesting and receiving approval for Category I activities and for reporting Category I and II activities.

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a. **Prior Approval**

No Category I activity may be undertaken without prior written approval by the Chancellor or Chancellor's designee(s) of a written request by the faculty member. The form for requesting and obtaining approval for Category I activities is provided in APM - 025, Appendix B.

The Chancellor or Chancellor's designee is responsible for retaining, in accordance with records retention schedules, copies of all requests and approvals (or denials) for Category I activities.

b. **Annual Reports**

To assist in the documentation and recording of a faculty member's compensated outside professional activities, an annual report including all Category I and II activities must be filed with the Chancellor or his or her designee(s) at the end of each fiscal year (June 30), listing the nature and extent of Category I and II compensated outside professional activities conducted during that academic or fiscal year, depending on the faculty member's appointment. In addition, faculty with academic-year appointments must report Category I and II activities for summer months during which they earn additional University compensation. The annual report is acknowledged by signature of the Chancellor or his or her designee(s). Faculty members may, at their discretion, include this report or other evidence of outside activities in their review file or dossier.

The annual report shall consist of a general description of the business, agency, organization, group, or individual(s) for which service was performed, a description of the type of service performed during the period of the academic appointment, a description of the role the faculty member assumed for an outside business, agency, organization, group, or individual(s), and the number of days spent in each activity during the academic or fiscal year, depending on the faculty member's appointment. In addition, the Chancellor or his or her designee(s) may request, and faculty shall be obligated to provide, a verbal identification of the entity(ies) or person(s) to whom the faculty member provided services. APM - 025, Appendix C includes the form for the annual report.

c. **Additional Relevant Information**

If the department Chair or other official designated by the Chancellor has any concern about whether a faculty member is meeting the standards of this

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policy, he or she will discuss this with the faculty member and may seek additional relevant information. If a satisfactory resolution cannot be reached, the appropriate Dean or Provost will be advised of the problem and of the specific steps that have been taken in attempting to resolve the issue. Further attempts at resolution shall follow the University Policy on Faculty Conduct and other applicable regulations.

**025-30 Guidance for Uncompensated Outside Professional Activities**

While fulfilling University obligations, faculty members may from time to time pursue uncompensated outside professional activities as defined in this policy. Uncompensated outside professional activities may advance or communicate knowledge through interaction with industry, the community, and the public, and through consulting and professional opportunities without generating income. However, such endeavors must not interfere with a faculty member's full-time commitment to the University. If the department Chair, the Dean or other official designated by the Chancellor believes that a faculty member is failing to meet his or her University obligation due to uncompensated outside professional activities or that the faculty member has undertaken uncompensated outside professional activities which create a possible conflict of commitment, then the Chancellor's designee may use the guidelines for compensated outside professional activities as a model to address the possible conflicts of commitment.

**025-40 Guidance for Compensated and Uncompensated Outside Non-Professional Activities**

While fulfilling University obligations, faculty members may from time to time pursue sustained outside non-professional activities, as defined in this policy. Outside non-professional activities are part of the faculty member's private life and are not expressly governed by University regulations or by the guidelines on outside professional activities. However, such endeavors must not interfere with a faculty member's full-time commitment to the University, and it is possible that concerns may arise under rare circumstances such as when an avocation becomes a vocation. If the Chair, the Dean or other official designated by the Chancellor, believes that a faculty member is failing to meet his or her University obligation due to outside non-professional activities or has undertaken outside non-professional activities which create a possible conflict of commitment, then the Chancellor's designee(s) may use the guidelines for compensated outside professional activities as a model to address possible conflicts of commitment. For example, if a concern arose that a faculty member's avocation was becoming a

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vocation, the Chancellor's designee(s) would be guided to focus his or her discussions with the faculty member on the level of commitment or time required for the activity, rather than focusing on the amount of compensation earned or potentially realizable. If a satisfactory resolution could not be reached, the Chancellor's designee could apply the time limits for compensated outside professional activities to the non-professional activity that caused the concern. In such cases, both the time devoted to the non-professional activity that caused the concern and the time devoted to outside professional activities (compensated or uncompensated) would all be counted toward the time limits for compensated outside professional activities.

**025-50 Guidance for Involving Students in the Outside Professional Activities of Faculty**

Part-time involvement of students in the outside professional activities of a faculty member may, under certain conditions, offer the potential for substantial benefit to the education of the student. Before involving a student in an outside professional activity in which the faculty member has a financial interest, the faculty member must obtain prior written approval from the official designated by the Chancellor, with a copy to the Dean, after discussion with the department chair and the student. In this context, involvement means any substantive activity, whether paid or unpaid. If the faculty member has a role in supervising the student's thesis or in supervising the work of the student as a graduate teaching assistant, the faculty member must take care to avoid potential conflicts of interest in the evaluation of the student's performance.

If a faculty member is already associated with a student in outside professional activities and the faculty member has a financial interest in the activity, he or she must obtain the approval of the official designated by the Chancellor before becoming a research supervisor, academic program advisor, or examiner for an advanced degree for the student. Within a University research laboratory or academic unit, faculty members must take care not to favor or give the impression of favoritism to students with whom they are associated in outside activities.

**025-60 Grievances**

Faculty may grieve a decision made under this policy, including the decision to deny a request to engage in an outside activity (see Academic Senate Bylaw 335 and APM - 140 for academic personnel grievance policies).

**RELATED UNIVERSITY POLICIES**

- Standing Order of The Regents 103.1(b)
- University Regulation No. 3 (February 15, 1935) – Academic Personnel Manual Section 005
- University Regulation No. 4 (June 23, 1958, and amended November 16, 1960) – Academic Personnel Manual Section 020
- Faculty Code of Conduct (June 15, 1971, and amended May 30, 1974, and as further amended through June 19, 1992)
- University of California Policy on Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Projects (10/6/97)
- Policy on Disclosure of Financial Interest in Private Sponsors of Research and Guidelines (April 26, 1984) – Academic Personnel Manual Section 028
- Conflict of Interest Code – Disqualification Requirement (May 1981)
- Health Sciences Compensation Plan and Guidelines on Occasional Outside Professional Activities by Health Sciences Compensation Plan Participants (11/23/99) – Academic Personnel Manual Section 670
- Cooperative Extension Administrative Handbook Section 356

**PRIOR APPROVAL  
FOR COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES (CATEGORY I) OR  
FOR INVOLVING STUDENTS IN OUTSIDE PROFESSIONAL ACTIVITIES**

Name \_\_\_\_\_ Position \_\_\_\_\_  
          Last           First           M.I.   Academic- or Fiscal-Year Appointment \_\_\_\_\_  
Department \_\_\_\_\_ College/School \_\_\_\_\_

For each Category I compensated outside professional activity in which you wish to engage or for involving students in outside professional activities in which you have a financial interest, answer the following questions. You may attach separate sheets, if necessary.

1. General description of the business/agency/organization/group/individual:  
\_\_\_\_\_
2. Activities/products/services of entity described in 1 above: \_\_\_\_\_
3. Nature of your relationship to entity named in 1 above (check all that apply):  
 Owner                            Consultant                            Stockholder/partnership interest  
 Board member                    Equity/royalty interest            Salaried employee  
 Other, please explain: \_\_\_\_\_
4. Type of activity in which you will be involved:  

<u>Category I Activities</u>	<u>Other Activity Requiring Approval</u>
<input type="checkbox"/> Executive/managerial role	<input type="checkbox"/> Involving students in outside activities
<input type="checkbox"/> Outside teaching or research activity	<input type="checkbox"/> in which you have a financial interest
<input type="checkbox"/> Salaried employee	
<input type="checkbox"/> Other potential conflict of commitment	
5. Description of the nature of your (or your student's) participation in this activity, including, if you wish, possible beneficial outcomes to areas of research, industry, and public service (or to your student's education):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Beginning/ending month/year you could be involved in this activity: \_\_\_\_\_
7. Fiscal year(s) for which seeking approval: \* \_\_\_\_\_
8. Estimated number of days' involvement during academic or fiscal-year appointment: \_\_\_\_\_
9. Do you wish to take a full- or part-time leave while engaged in this activity? \_\_\_\_\_  

Approval granted through fiscal year ending June 30, \_\_\_\_\_  
 Request denied

\_\_\_\_\_  
Faculty Member Signature                   Date                   Chancellor or Chancellor's Designee                   Date

\* Note: Approvals are generally for one fiscal year, but may be granted for a longer term, not to exceed five years.

**REPORT OF CATEGORY I AND II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES  
AND ADDITIONAL TEACHING ACTIVITIES  
FOR THE FISCAL YEAR ENDING JUNE 30, \_\_\_\_\_  
EXPLANATIONS FOR INFORMATION REQUESTED**

Compensated Outside Professional Activities: *Compensation* is defined as income, assets, or capital, realized or having the potential to become realized. *Outside Professional Activities* are defined as those activities that are within a faculty member's area of professional, academic expertise and that advance or communicate that expertise through interaction with industry, the community, or the public, and through consulting or professional opportunities.

Academic/Fiscal-Year Faculty Appointment: Enter whether you held an academic- or fiscal-year appointment. An *Academic-Year Appointment* is an appointment in which the faculty member renders services to the University during the academic year, from the beginning of the fall term through the end of the spring term (APM - 600-4-d), or the equivalent of an academic year should the campus operate year-round. A *Fiscal-Year Appointment* is an appointment in which the faculty member renders service to the University throughout the calendar year as opposed to the academic year. Fiscal-year faculty accrue vacation time in accordance with APM - 730. A full-time faculty member on an academic-year appointment normally may engage in compensated outside professional activities for up to 39 days from the start of the fall term through the end of the spring term (including intersession). There are no restrictions on the number of days of compensated outside professional activity for academic-year faculty during the summer months unless an academic-year faculty member is receiving University compensation for the summer. If an academic-year faculty member is receiving University summer compensation, then the applicable limit on compensated outside professional activities is the equivalent of one day per week during the period in which compensation is received. A fiscal-year faculty member is permitted a maximum of 48 days during the months of active service.

Terms of Leave, If Any: A faculty member may be permitted to go on full- or part-time leave in order to pursue certain compensated outside professional activities. If you were on such leave during any part of the pertinent fiscal year, provide information here about the percentage of time and inclusive months.

Category: For each activity, enter I, II or AT (for additional teaching as defined in APM-662). *Category I* activities include: assuming an executive or managerial position (which for purposes of this policy does not include (1) serving on a board of directors of an outside entity or (2) providing consulting services or engaging in professional practice through the faculty member's single member professional corporation or sole proprietorship); administering, outside of the University, a grant that would ordinarily be conducted under the auspices of the University; establishing an employment relationship as a salaried employee outside of the University; compensated teaching or research at another institution; and other activities which common sense and good judgement would indicate are likely to raise issues of conflict of commitment. You must receive prior approval to engage in Category I activities, which always count in the 39/48-day limit and must be reported annually. *Category II* activities include: providing expert testimony in administrative, legislative, or judicial proceedings; providing occasional professional consulting services or referrals or engaging in professional practice where such activities are provided by the faculty member acting as an individual or are provided by the faculty member through his or her single member professional corporation or sole proprietorship; and undertaking compensated outside professional activity not mentioned in Categories I or III (see APM - 025 for description of Category III activities which do not need to be reported). Category II activities are counted within the 39/48-day limit and must be reported annually. Note that, in accordance with APM - 662, faculty members may receive additional compensation for specified additional University teaching activities (i.e., UNEX courses and programs, other continuing education programs which are run by the University, and self-supporting UC degree programs) and that these activities are also reportable and counted within the 39/48-day limit.

# Days: Enter the approximate number of days you worked on this activity during your period of active service to the University. For compensated outside professional activities *Day* is defined on a case by case basis, using common sense and customary practice. The University recognizes and supports the diverse hours and schedules devised by faculty members and department chairs to accommodate teaching, research and creative work activity, University service, and University-related public service. You should exercise sound professional judgment, taking into account reasonable work schedules, when determining what constitutes a day of outside activity and be prepared to provide, upon request from the responsible University official, an explanation of the definition of "day" you used. For additional teaching activities, the general rule is that every six contact or "podium" hours spent with students equals one day. See APM - 662 for further information.

Description of Activity: Briefly describe the work you did.

Nature of Relationship: Use one or more of the following terms to describe your relationship to the entity identified in the last column, the one for whom you performed the compensated outside professional activity: owner, board member, consultant, equity or royalty interest, stockholder or partnership interest, salaried employee, or other (explain).

