

APM 025 Category 1 Activities
Items to Consider/Review for Prior Approval Requests

[APM 025-2-a](#) states, “Faculty members who are employed by the University of California owe their primary professional allegiance to the University and accept as their own the University’s responsibilities to advance and communicate knowledge. Teaching, research or other creative activities, and the cultivation of scholarly or creative competence, are their primary activities and should receive the largest commitment of time and energy; the same expectation exists for part-time faculty to the extent of their faculty appointment....”

Days allowed for Outside Professional Activities (OPA): 39 (academic year appointees) and 48 (fiscal year appointees)

Category I activities most likely to create a conflict of commitment because:

- 1) they are activities related to the training and expertise which is an individual’s qualification for University appointment, but performed for a third party, and/or
- 2) they require significant professional commitment.

Outside Professional Activities must not interfere with obligations to the University and “it is expected that the use of days will be allocated evenly across service periods” and “if ...receives summer compensation....the limit ...is the equivalent to one day per week, during the period such compensation is received.” (See [APM 025-8-b-\(1\)](#) and [APM 025-8.c](#))

REVIEW PRINCIPLES/QUESTIONS

Please comment on and/or provide the following:

1. Does the activity cause real or apparent conflict or interference with the fulfillment of faculty obligations?
2. Does the activity fall within the time limits allowed for Outside Professional Activity?
3. How does this activity enhance the mission of the University?
4. Please attach an itinerary for Outside Professional Activity.

Note, a leave should be requested for activities that require time away from the campus, per the specified leave requirements, e.g., 7 days or less approval required by Chair, 7-30 days approval required by the Dean, and greater than 30 days, approval required by Vice Provost.

Outside Teaching – Category I – *requires Chancellor approval*

1. Will the person be compensated for this activity? *Excluding customary honoraria, reimbursement for reasonable travel expenses, and per diem expenses. (Amount of compensation is not required for faculty who fall under APM 025.)
2. Will the person receive a formal academic appointment at the outside institution?
3. Is there a contract, letter of agreement or letter of appointment for the work to be performed? If so, please attach.
4. Will the person request (or has requested) a leave from UC Davis?
5. Are UC Davis students involved? If so, please describe their role.

Outside Research – Category I – *requires Chancellor approval*

1. Provide documentation of consultation with the InnovationAccess Office within the Office of Research, regarding Intellectual Property concerns. (AA working on a process with OVCR.)
2. Will the person be compensated for this activity? *Excluding customary honoraria, reimbursement for reasonable travel expenses, and per diem expenses. (Amount of compensation is not required for faculty who fall under APM 025.)
3. Will the person receive a formal academic appointment at the outside institution/company?
4. Is there a grant contract, MOU or other related documentation explaining the nature of involvement in this activity? If so, please attach.
5. Will the person request (or has requested) a leave from UC Davis?
6. Are UC Davis students involved? If so, please describe their role.

APM 671 Category 1 Activities
Items to Consider/Review for Prior Approval Requests for HSCP Members

[APM 671-2-a](#) states, “Faculty members who are employed by the University of California owe their primary professional allegiance to the University and accept as their own the University’s responsibilities to advance and communicate knowledge. Teaching, research or other creative activities, clinical care, and the cultivation of scholarly or creative competence are their primary activities and should receive the largest commitment of time and energy; the same expectation exists for part-time faculty to the extent of their faculty appointment.” Outside Professional Activities must not interfere with obligations to the University.

Days allowed for Outside Professional Activities (OPA): 21 (members of the comp plan; non-comp plan members fall under APM 025)

Category I activities most likely to create a conflict of commitment because:

- 1) they are activities related to the training and expertise which is an individual’s qualification for University appointment, but performed for a third party, and/or
- 2) they require significant professional commitment.

“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.” (See [APM 671-8-a](#))

REVIEW PRINCIPLES/QUESTIONS

Please comment on and/or provide the following:

1. Does the activity cause real or apparent conflict or interference with the fulfillment of faculty obligations?
2. Does the activity fall within the time limits allowed for Outside Professional Activity?
3. How does this activity enhance the mission of the University?
4. Please attach an itinerary for Outside Professional Activity.

Note, a leave should be requested for activities that require time away from the campus, per the specified leave requirements, e.g., 7 days or less approval required by Chair, 7-30 days approval required by the Dean, and greater than 30 days, approval required by Vice Provost.

Outside Teaching – Category I – *requires Chancellor approval*

1. Will the person be compensated for this activity, and if so, how much? *Excluding customary honoraria, reimbursement for reasonable travel expenses, and per diem expenses.
2. Will the person receive a formal academic appointment at the outside institution?
3. Is there a contract, letter of agreement or letter of appointment for the work to be performed? If so, please attach.
4. Will the person request (or has requested) a leave from UC Davis?
5. Are UC Davis students involved? If so, please describe their role.

Outside Research – Category I – *requires Chancellor approval*

1. Provide documentation of consultation with the InnovationAccess Office within the Office of Research, regarding Intellectual Property concerns. (AA working on process with OVCR.)
2. Will the person be compensated for this activity, and if so, how much? *Excluding customary honoraria, reimbursement for reasonable travel expenses, and per diem expenses.
3. Will the person receive a formal academic appointment at the outside institution/company?
4. Is there a grant contract, MOU or other related documentation explaining the nature of involvement in this activity?
5. Will the person request (or has requested) a leave from UC Davis?
6. Are UC Davis students involved? If so, please describe their role.