



# Overview of APM - 025 Policy Revisions

## Prior Approval Requirements & Best Practices

Academic Personnel Office  
August 23, 2024

# General Guidelines

Outside professional activities are separated into three categories-

- **Category I** activities must be reported and receive prior approval before a faculty member may engage in the activity.
- **Category II** activities must be reported.
- **Category III** activities do not need to be approved or reported.

\*When an activity falls into more than one category, it should be assigned to the category that requires more stringent reporting and prior approval, as applicable.

For more information on the types of outside professional activity for each category please visit: [APM - 025 Policy Revisions](#)- 025-10 Guidelines, a. Types of Outside Professional Activity.

# Faculty Titles Subject to APM – 025

All faculty holding appointments, at 50 percent time or more, in the following title series are subject to this policy:

- (1) **Professor, including Acting titles**
- (2) Professor in Residence
- (3) **Adjunct Professor**
- (4) Professor of Clinical (e.g., Medicine)\*
- (5) Health Sciences Clinical Professor\*
- (6) Clinical Professor of Dentistry\*
- (7) **Teaching Professor, including Acting titles**

\*Faculty holding titles in these series are subject to APM - 025 if not participating in the Health Sciences Compensation Plan. Faculty participating in the Health Sciences Compensation Plan are subject to APM - 671 and are not subject to APM - 025.

# APM - 025 Policy Revisions, effective 7/1/2024

## New Clarifications and Policy Revisions: Academic Conflict of Commitment & Outside Activities



### CLARIFICATION AND KEY POLICY CHANGES

- **Category I Activities that Require Prior Approval (Clarified by policy update)**
    1. **Current or pending acceptance of honorary, visiting, or other appointment (*compensated or uncompensated*) at an outside institution program is a Category I activity that requires prior approval when there is not a campus agreement with the outside institution for the activity**

Includes higher education, research institute, or medical center affiliated with an outside institution of higher education, non-U.S. government, or other outside entity.
    2. **Application to or participation in a non-U.S. talent recruitment program is a Category I activity that requires prior approval**

Faculty members are required to receive prior approval to apply or participate in talent recruitment programs specifically designed to recruit science and technology professionals or students.
  - **Clarification that in-kind contributions in support of research are consider forms of outside professional compensation (NEW)**
    - Includes such things as office/laboratory space and equipment, supplies, and employees or students supported by an outside source.
  - **Policy requirement to comply with federal funding agency laws and policies (NEW)**
    - Faculty and Designated Other Academic Appointees are required to follow federal funding agency laws and policies governing grant disclosures if participating in a federally funded research project.
- Contacts for assistance: [Campus Academic Personnel Offices](#); [Campus Research Compliance Offices](#)


Outside Activities Tracking System (OATS) changes live 3/1/2024.

# Category I Prior Approval Requirements

## Best Practices-

- Request backup documentation (e.g., agreement or contract).
- In some instances, it may be appropriate to loop in the Office of Research Compliance & Integrity: Leslie Porto & Chou Xiong. They will advise, from a research compliance perspective, if there are any concerns with a faculty member working on specific research outside of the university.
- Kindly ask faculty members to upload backup documentation in the “notes” section of OATS.

# How to Add a Note and Upload Documents in OATS

- Click on “notes” icon 
- Click on “add activity note”
- Faculty can add a comment and click “choose file” to upload agreement/contract

Notes For Activity Independent Director

 Add Activity Note

Message ↑↓ Form ↑↓ File ↑↓ Author ↑↓ Created Date ↓↑ Actions

No data available in table


Showing 0 to 0 of 0 entries

 Close

New Activity Note


Message:\*

Available Characters: 4000

Attachment  No file chosen

 The following are supported attachment types:

txt,doc,docx,rtf,pdf,xls,xlsx,ppt,pptx,csv,png,jpg,jpeg,gif.

 Disclaimer: The attachment here of a consulting or compensation agreement document does not imply or ensure that this document has been reviewed or approved by relevant campus officials for either legal or university policy compliance.

 Add Note

 Close

# Additional Resource

## [How to Identify a Non-US Talent Recruitment Program](#)

This infographic clarifies-

- What is a non-U.S. talent recruitment program?
- Indicators of a non-U.S. talent recruitment program
- Typical participation requirements
- Types of support offered in exchange



Questions?