

**CONFLICT OF COMMITMENT AND OUTSIDE PROFESSIONAL ACTIVITIES**

Faculty members must manage their outside professional and non-professional activities so that they do not interfere with their University obligations, ensuring in addition that their compensated outside activities do not exceed the time limits established in **APM 025** (Conflict of Commitment and Outside Activities of Faculty Members).

This section describes the implementation of **APM 025** on the UC Merced campus and applies to all UC Merced faculty as defined in **APM 110-4(15)** except those covered by a Memorandum of Understanding (**MOU**) with an exclusive bargaining agent. The latter appointees should adhere to the policies and procedures set forth in the MOU.

**REPORTING REQUIREMENTS AND PROCEDURES**

Categories of compensated outside professional activities are defined in **APM 025**. Depending upon the category that compensated outside professional activities fall into, they may require prior administrative approval, adherence to the time limit, and/or annual reporting. The chart below summarizes the requirements of each category.

	<b>EVC/Provost Approval</b>	<b>Adherence to Time Limit</b>	<b>Annual Reporting</b>
Category I	Required	Required	Required
Category II	Not Required	Required	Required
Category III	Not Required	Not Required	Not Required

All members of the Academic Senate are required to report annually on their participation in Category I and Category II outside professional activities, regardless of whether they engaged in such activities. This is accomplished through completion of the Annual Report of Category I and II Compensated Outside Professional Activities (**APM 025 Appendix D**).

The relevant Dean or designated Department Chair must establish and maintain a procedure to request and receive an Annual Report from each faculty member by **November 1** of each year, even if there is no activity to report. He or she is also responsible for maintaining the original reports and forwarding a copy to the Academic Personnel Office (APO).

In the Dean’s Recommendation Memo for any faculty member’s academic personnel advancement action, the Dean must certify that the appointee has complied with all **APM 025** requirements during the review period. No advancement case will be considered unless there is certification from the Dean that the required reports have been submitted in accordance with this policy.

**PRIOR APPROVAL**

Faculty members must request and receive prior approval from their School’s Dean whenever activities are likely to raise issues of conflict of commitment (Category I), or when the faculty member intends to involve UC Merced students in his or her outside professional activities. Prior approval requests should be submitted via the Department Chair to the Dean on the **APM 025 Appendix B** form. The Dean or designated Department Chair must establish and maintain a procedure to request and receive prior approval forms. Copies of all reviewed forms should be forwarded to the Academic Personnel Office. **Requests must be submitted to the Dean at least 30 days in advance of expected activity, and no activity may be undertaken without prior approval.**

**CONFLICT OF COMMITMENT AND OUTSIDE PROFESSIONAL ACTIVITIES****RECORD MAINTENANCE**

After approval by the Dean, Annual Reports will be kept on file at the School or Department level, and a copy will be sent to APO. When reviewing personnel cases, Deans must certify that all candidates have complied with APM-025 requirements during the review period.

Under University policy, the Annual Reports are considered to be non-confidential in nature.

As part of the implementation of APM 025, the Office of the President periodically requests summaries and conducts audits of campus reports on outside professional activities to ensure compliance.