

UC OATS-Outside Activities Tracking System

Deans and 100% Faculty Administrators

Overview of Reporting Requirements

Deans and Faculty Administrators may engage in outside activities as defined by and in accordance with APM 025 with the following additional provisions included in APM 240 (Deans) and 246 (Faculty Administrators):

1. They may serve on no more than three for-profit external boards (not entities of the University of California) for which he or she receives compensation and for which he or she has governance responsibilities.
2. All compensated outside professional activities, including compensated consulting activity, shall be reported annually to the Vice Provost of Academic Affairs.
3. In each fiscal year, they may engage in a maximum of forty-eight (48) calendar days of compensated outside professional activity, which includes the twelve days cited in (4) below.
4. They may engage in compensated outside professional activity up to twelve (12) University workdays per fiscal year without deducting from vacation leave balances. In excess of twelve (12) days, they shall use accrued vacation leave for performing compensated outside professional activities.

NOTE: Interim and acting deans and faculty administrators are subject to these additional reporting requirements for the time period they served in the title. Maximum hours/days allowed may be prorated for those who did not serve for the entire reporting period.

Category I – **report compensated and uncompensated**

- Require prior approval. Likely to raise issues of conflict of interest and/or commitment. Count toward the maximum time limit.

Some examples of Category I activities include: teaching, research, or administration of a grant outside the University; employment outside the University; and assuming a founding or co-founding role of a company.

Category II – **report compensated and uncompensated**

Unlikely to raise issues of conflict of commitment and are ordinarily accepted as regularly performed outside professional activities. Count toward the maximum time limit.

Some examples of Category II activities include: additional University-compensated teaching, including teaching for UNEX courses and programs or other continuing education programs run by the University; testifying as an expert or professional witness; providing outside consulting services; and providing or presenting a workshop for industry.

Category III – report compensated

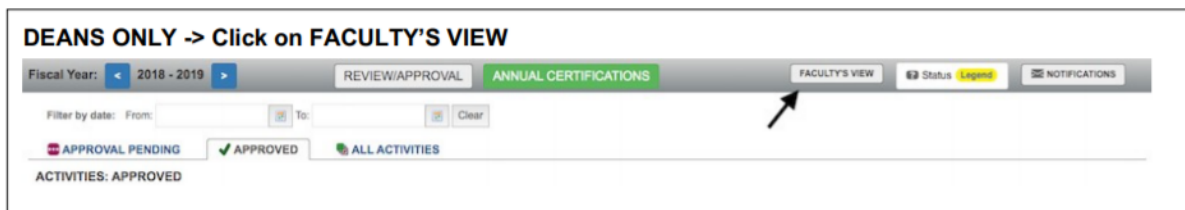
Activities are integral to all disciplines and ordinarily do not present issues of conflict of commitment. If compensated, they must be reported.

UC Oats Tracking Process for Deans and Full-time Faculty Administrators

1. Visit: <https://ucmerced.ucoats.org/>
2. Login to OATS



3. Sign in with two-factor authentication
 - a. UCM NetID & Password

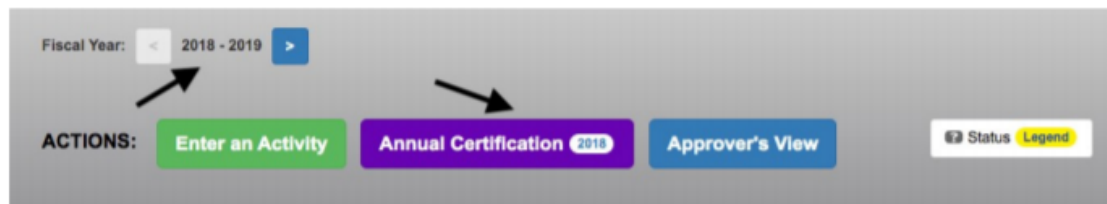


4. If you have no Category II, approved Category I, or compensated Category III activities to report, click on Annual Certification.



If needed, instructions for completing [Annual Certification - with No Activities](#) are available at the UC OATS Training website.

5. If you have Category II, approved Category I, or compensated Category III activities to report:
 1. Check to make sure you are in the correct fiscal year before proceeding. Example: You need to report activities for your 2018-19 Annual Report -> click to fiscal year 2018-19 to complete your reporting.



2. On APO's [OATS Resources and Training](#) webpage, refer to the appropriate instructions (i.e., Faculty with Category II Activities or Faculty with Category I Activities) to complete and certify your annual report.

NOTE: When adding a Category III activity with compensation, ignore this popup message. Deans and faculty administrators are not exempt and are required to report compensated Cat. III activities.

