

2022-2023 ANNUAL CERTIFICATION REPORTING INSTRUCTIONS
UC OUTSIDE ACTIVITY TRACKING SYSTEM (OATS)
Deans and Full-time Faculty Administrators

Overview of Reporting Requirements

Deans and Faculty Administrators may engage in outside activities as defined by and in accordance with [APM 025](#) (general campus) or [APM 671](#) (health sciences) with the following additional provisions included in [APM 240](#) (Deans) and [APM 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.

Category I – report compensated and uncompensated

Requires 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 and uncompensated

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