

**From:** [Philip H Kass](#)  
**Cc:** [Binnie Singh](#); [Kim Poole](#); [Kimberly A Delaughder](#); [Christine E Wolle](#); [Katrina L Wong](#)  
**Subject:** Early Start to Outside Professional Activities (OPA) Annual Certification Reporting for Academic Year/Fiscal Year 2023-2024  
**Date:** Friday, July 26, 2024 1:37:52 PM  
**Attachments:** [VP Call 2023-24 Annual Cert of OPA July 2024.pdf](#)  
**Importance:** High

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**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS,  
DEPARTMENT CHAIRS, AND ACADEMIC PERSONNEL ANALYSTS**

**FACULTY AND SPECIALISTS IN COOPERATIVE EXTENSION (CE) SUBJECT TO  
REPORTING OUTSIDE PROFESSIONAL ACTIVITIES IN UC OATS**

Subject: **Early Start** to Outside Professional Activities (OPA) Annual Certification Reporting for Academic Year/Fiscal Year 2023-2024

Dear Colleagues,

Please find attached the notification regarding the annual certification reporting for outside professional activities (OPA), in accordance with APM 025 and APM 671. The notification includes details I want to bring to your attention:

- **Compliance – help UC Davis reach 100% compliance by the deadlines for APM 025 and APM 671**  
To be considered “in compliance” faculty are required to: (1) obtain prior approval before engaging in OPA, (2) obtain prior approval for engaging students in any category of OPA, (3) comply with time limits, and (4) accurately disclose their activities. All faculty are required to complete and submit an annual certification, even if they do not engage in outside activities.
- **Faculty deadline** – Faculty and Specialists in CE (CA&ES and SOVM) must have their annual certification reports completed and received by the deans’ offices **no later than November 15, 2024**. However, Departments and Deans’ Offices may set earlier deadlines.
- **Reminder** – Faculty and Specialists in CE who are retiring or separating must also complete annual certifications before retiring or separating.
- **Deans’ deadline** – Deans’ offices must complete their review and approval of faculty annual certification reports **no later than December 18, 2024**.
- **Financial Conflict of Interest (COI)** – In addition to conflict of commitment, there are financial conflict of interest disclosure requirements that must be observed. Please review the attached notification for more details.
- **Deans’ Responsibility** – As a reminder, deans remain fully responsible for verifying that all approved requests for Category I activities (and approved requests for any other outside activities that may create a question of perceived or real conflict of commitment) meet the standards set forth in APM 025 and APM 671.
- **Resources** – Please note several resources continue to be available on the Academic Affairs web page for Annual Certifications, located [here](#). New resources include a [checklist for Annual Certifications](#) as well as a [checklist for Category I requests](#).

Please contact my office for any questions on this information.

Best wishes,

Phil Kass

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