

**APM 025 ANNUAL REPORT for FISCAL YEAR ENDING JUNE 30,  
CATEGORY I AND II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES  
AND ADDITIONAL TEACHING ACTIVITIES**

**In accord with APM - 025, this report must be completed each year by all faculty, whether or not there are activities to report. This annual report is due to your department chair by September 30. Your signature certifies that your activities meet the guidelines and limits as outlined in APM 025.**

Instructions: Report the number of days spent on all Category I and/or II compensated outside professional activities and additional teaching (“AT”) as defined in APM 662 (e.g., UNEX courses or programs, other continuing education programs run by the University, or self-supporting UC degree programs) during the fiscal year. If you have no such activities or additional teaching to report, check the box below. Please review attached “Explanations” for further guidance and descriptions of Category I and II activities.

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Department** \_\_\_\_\_

**Appointment Type** Academic-year or Fiscal-year. A full-time faculty member on an academic-year appointment is permitted a maximum of 39 days during the academic year to engage in these activities; there are no restrictions during the summer months unless the faculty member is receiving summer salary. However, if receiving summer salary, then the activities must be reported and the applicable limit on compensated activities is the equivalent of one day per week during the period in which summer salary is received. A full-time fiscal-year faculty member is permitted a maximum of 48 days during the months of active service.

Terms and type of leave during reporting period, if any:

Activity (I, II, or AT). For Cat. I activity, also attach copy of prior approval form	# of Days spent on activity	Briefly describe the compensated activity that you engaged in and/or additional teaching that you performed (teaching in Summer Session is not considered additional teaching as defined in APM 662, but compensation received for it is considered summer salary)	Identify the nature of your relationship (e.g., owner, board member, consultant, equity or royalty interest, stockholder or partnership interest, salaried employee, or if other, please explain)	General Description of Business/Agency/Organization/Group/Person for whom you performed the compensated activity

**I did not engage in any Category I or II compensated activities and did not perform any additional teaching as defined in APM 662 this fiscal year.**

Faculty Signature

Date

Chair Signature

Date

REPORT OF CATEGORY I AND II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES  
AND ADDITIONAL TEACHING ACTIVITIES

**EXPLANATION OF INFORMATION REQUESTED**

Compensated Outside Professional Activities: *Compensation* is defined as income, assets, or capital, realized or having the potential to become realized. *Outside Professional Activities* are defined as those activities that are within a faculty member's area of professional, academic expertise and that advance or communicate that expertise through interaction with industry, the community, or the public, and through consulting or professional opportunities.

Reporting Period: The annual report covers one fiscal year (i.e., July 1 through June 30).

Academic/Fiscal-Year Faculty Appointment: An *Academic-Year Appointment* is an appointment in which the faculty member renders services to the University during the academic year, from the beginning of the fall term through the end of the spring term (APM - 600-4-d), or the equivalent of an academic year should the campus operate year-round.

- A full-time faculty member on an academic-year appointment normally may engage in compensated outside professional activities for up to 39 days from the start of the fall term through the end of the spring term (including intersession). There are no restrictions on the number of days of compensated outside professional activity for academic-year faculty during the summer months unless an academic-year faculty member is receiving University compensation for the summer. If an academic-year faculty member is receiving University summer compensation, then the applicable limit on compensated outside professional activities is the equivalent of one day per week during the period in which summer compensation is received.

A *Fiscal-Year Appointment* is an appointment in which the faculty member renders service to the University throughout the calendar year as opposed to the academic year. Fiscal-year faculty accrue vacation time in accordance with APM - 730.

- A fiscal-year faculty member is permitted a maximum of 48 days during the months of active service.

Terms of Leave, if any: A faculty member may be permitted to go on full- or part-time leave in order to pursue certain compensated outside professional activities. If you were on such leave during any part of the pertinent fiscal year, provide information here about the percentage of time and inclusive months.

Category: For each activity, enter I, II or AT (for additional teaching as defined in APM-662).

Category I: These activities are likely on their face to raise issues of conflict of commitment. Faculty members must receive prior written approval to engage in Category I activities, which always count in the 39/48-day limit and must be reported annually. Examples of Category I activities include the following:

- Assuming an executive or managerial position (which for purposes of this policy does not include: (1) serving on a board of directors of an outside entity or (2) providing consulting services or engaging in professional practice through the faculty member's single member professional corporation or sole proprietorship).
- Administering, outside of the University, a grant that would ordinarily be conducted under the auspices of the University.
- Establishing an employment relationship as a salaried employee outside of the University.
- Compensated teaching or research at another institution while employed as a full-time faculty member at the University.
- Engaging in other compensated activities which common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

REPORT OF CATEGORY I AND II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES  
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Category II: These activities are ordinarily accepted as regularly performed compensated outside professional activities, and as such, generally do not require prior approval. Category II activities are counted within the 39/48-day limit and must be reported annually. Examples of Category II activities include the following:

- Providing expert testimony in administrative, legislative, or judicial proceedings.
- Providing occasional professional consulting services or referrals or engaging in professional practice where such activities are provided by the faculty member acting as an individual or are provided by the faculty member through his or her single member professional corporation or sole proprietorship.
- Serving on the board of directors of an outside entity.

Additional Teaching: Faculty members may receive additional compensation for specified additional University teaching activities as defined by APM - 662 (e.g., UNEX courses and programs, other continuing education programs which are run by the University, and self-supporting UC degree programs), and these additional teaching activities are also reportable and counted within the 39/48-day limit.

# Days: Enter the approximate number of days you worked on this activity during your period of active service to the University. For compensated outside professional activities, a *Day* is defined on a case-by-case basis, using common sense and customary practice. The University recognizes and supports the diverse hours and schedules devised by faculty members and department chairs to accommodate teaching, research and creative work activity, University service, and University-related public service. You should exercise sound professional judgment, taking into account reasonable work schedules, when determining what constitutes a day of outside activity and be prepared to provide, upon request from the responsible University official, an explanation of the definition of “day” you used. For additional teaching activities, the general rule is that every six contact or “podium” hours spent with students equals one day. See APM - 662 for further information.

Description of Activity: Briefly describe the work you did.

Nature of Relationship: Use one or more of the following terms to describe your relationship to the entity identified in the last column, the one for whom you performed the compensated outside professional activity: owner, board member, consultant, equity or royalty interest, stockholder or partnership interest, salaried employee, or other (explain).