

Summary of Procedures and Responsibility for Reporting Outside Professional Activities

Responsibilities of the Faculty:

- Review and understand what activities are likely to raise issues of conflict of commitment (Category I) as outlined in APM 025-10.c.(1).
- Request and receive prior approval from the Chair/Dean whenever participation in Category I activities is planned. No activity may be undertaken without prior written approval. Requests should be submitted to the Dean or Chair at least 30 days in advance. If teaching at another institution, include amount of compensation.
- All faculty who are members of the Academic Senate or equivalent ranks must complete an Annual Report of Category I and II compensated outside professional activities. These reports should include compensated activities during the prior academic year as well as summer months when additional summer compensation has been paid. These reports are to be submitted to the Dean or Chair by September 30 of each academic year.

Responsibilities of the Dean or Chair:

- Establish a procedure to request and receive an Annual Report of all Category I and II compensated outside professional activities from each faculty member.
- Ensure that any delegations are in writing.
- On Form I, ensure that there are begin and end dates of the activity. Enter the date the form is signed, and clearly indicate whether the request is denied or approved. Send a copy to the Vice Provost for the Faculty via the Academic Personnel Office (APO).
- For paid teaching at another institution, signature of the chair/dean constitutes endorsement. Forward the request to APO for review and approval by the Chancellor or his designee.
- Send copies of Category I Pre-Approval forms to the Vice Provost for the Faculty via APO.
- Review all Annual Reports (Form II) and certify that the outside activities fall within the established limits. Ensure that any Category I activities which were approved in advance on Form I are reported on Form II.
- By October 31 of each year, provide a report to the Vice Provost for the Faculty that all forms covering the prior academic year have been received and reviewed. In the event that there are missing forms, the report should include a list of those faculty who have not completed and submitted their forms.
- Certify in each advancement case that the reports have been submitted for the review period.