

October 6, 2009

DEANS AND DEPARTMENT CHAIRS:
ACADEMIC SENATE AND EQUIVALENT RANKS FACULTY:

Academic Personnel Manual 025 - Conflict of Commitment and Outside Activities of Faculty Members was revised in 2001. I am writing at this time to remind you of the reporting requirements under this policy and the deadlines.

The University encourages faculty to engage in outside activities that contribute to their respective professions and to the community. However, since some outside activities may constitute or raise the appearance of a conflict of commitment, the University has established specific guidelines for managing such activity.

Faculty members are expected to file an annual report with their Dean or Chair of all compensated outside professional activities. In addition, certain activities require faculty members to seek and receive prior approval. Examples of such activities include the following: assuming a managerial position in a for-profit or not-for-profit business; administering a grant outside the University that would ordinarily be conducted under the auspices of the University; establishing a relationship as a salaried employee outside the University; or, involving a student in an outside compensated activity. With the exception of teaching at another institution for pay, approval authority has been delegated to the Deans of all Schools and Colleges, with further delegations possible to Department Chairs.

Forms requesting prior approval (Form I) for the current academic year should be submitted immediately. Forms reporting the Category I and II activities (Form II) for the prior academic year (08-09) should be submitted to your chair or dean by the established internal due date. Any activities which required prior approval should also be reported on Form II.

Deans are to report compliance to the Vice Provost-Academic Affairs and Faculty Welfare by October 31 of each year. They should either certify that all reports have been submitted or supply a list of those faculty from whom reports have not yet been received. Please be reminded that no faculty advancement case may come forward without a certification from the chair or dean that all reports for the review period have been submitted by the faculty member.

A summary of APM-025 is available at <http://apo.chance.berkeley.edu/025-Summary-of-APM.pdf>. Also included is an outline of the procedures and assigned levels of responsibility for managing this process: <http://apo.chance.berkeley.edu/025-Procedures-and-Responsibility.pdf>. For your convenience, forms to request prior approval (Form I), and to report annual outside compensated activities (Form II) are available online at the APO website: <http://apo.chance.berkeley.edu/policy.html>. The full text of APM-025 may be viewed online at the following location: <http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf>.

Questions can be directed to the Academic Personnel Office at APpolicy@berkeley.edu.

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