

# UNIVERSITY OF CALIFORNIA, RIVERSIDE

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October 3, 2005

TO: All Faculty

FR: Charles F. Louis  
Vice Chancellor for Research

A handwritten signature in black ink, appearing to read "Charles F. Louis".

RE: Academic Personnel Manual Policy APM-025 (GENERAL UNIVERSITY POLICY REGARDING ACADEMIC APPOINTEES: Conflict of Commitment and Outside Activities of Faculty Members).  
<http://www.ucop.edu/acadadv/acadpers/apm/apm-025-07-01.pdf>

This policy (last revised July 1, 2001) affirms faculty responsibilities as members of the University of California and provides mechanisms to ensure that activities outside the University do not interfere with fulfillment of these responsibilities. The policy specifies limits on the time that can be devoted by faculty members to certain types of compensated and non-compensated outside professional activities. APM-025 applies only to Academic Senate members (full-time or part time). Professional Research Series and other non-Senate academic appointees are not covered by APM-025. Also, senior administrative officers may have additional restrictions see Academic Personnel if this may apply to you.

**A key provision of the policy is the requirement that faculty obtain annual approval before engaging in certain specified types of activities ("Category I" activities, as defined in APM-025). Forms requesting such approval for the 2004-05 academic year are due by November 1, 2005.**

The definition of "Category I" activities is provided in full in the APM-025 policy, but in general these activities include the following:

- 1) Assuming an executive or managerial position in a for-profit or not-for-profit business, with some exceptions;
- 2) Administering a grant outside the University that would ordinarily be conducted under the auspices of the University;
- 3) Establishing a relationship as a salaried employee outside the University;
- 4) Engaging in other compensated outside professional activities which common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

Requests for approval of Category I activities should be filed with the relevant Department Chair on the form provided in APM-025, Appendix B (see link above). These forms will be directed through the Dean to the Vice Chancellor for Research, who will consult with a committee composed of the Chairs of the Conflict of Interest Committee, The Graduate Council, and the Committee on Research (or members of these committees designated by the respective Chairs). The Vice Chancellor for Research will then make the final determination as to status of the Leave Request in question.

Please contact your Dean's office or William Schmechel, Director, UCR Office of Research Integrity (x2-4810) if you have any questions about this notice.

Cc: William Schmechel, Director, UCR Office of Research Integrity  
Sheila Morris, Assistant Vice Chancellor, Academic Personnel