



ACADEMIC PERSONNEL
UNIVERSITY OF CALIFORNIA RIVERSIDE
900 UNIVERSITY AVE – 2148 HINDERAKER HALL
RIVERSIDE, CALIFORNIA 92521
(951) 827-2933

<http://academicpersonnel.ucr.edu/>

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PROCESS AND ROUTING INSTRUCTIONS FOR APM-025 & APM-671
CATEGORY I PRIOR APPROVALS REQUEST FORMS

- [APM-025](#) and [APM-671](#) CAT I prior approval request forms should be routed through the Department Chair and Dean. Forms are located within the APM-025 and APM-671 policy document and may also be downloaded from our [website](#).
- A *separate request memo* should be included with the request if the CAT I form involves teaching at another university or a similar exception. If a *separate request* accompanies the prior approval form, it should be addressed to the Provost and Executive Vice Chancellor (PEVC) and routed through the Department Chair, the Dean, and the Vice Provost for Academic Personnel (VPAP). The request should include a justification/rationale for the exception.
- Please send the prior approval form and a *separate request memo* (if applicable), to Nick Weston-Dawkes (nicholas.weston-dawkes@ucr.edu) in the Academic Personnel Office through the Document Management System (DMS).
- If the CAT I prior approval form is accompanied by a leave of absence request, please include Sara Umali (sara.umali@ucr.edu) as a reviewer in the DMS.
- The VPAP will make a recommendation to the PEVC. The PEVC will make the final decision regarding the request.

The estimated turnaround time, for the CAT1 Prior Approval Request is two weeks for a standard request and up to 4 weeks for an exception request.

All requests routed through the DMS are to be archived within 7 business days upon completion.

For more information, including the [online annual reporting system](#), please refer to the Conflict of Commitment information page at <http://academicpersonnel.ucr.edu/resources/conflictcommit.html>.

Academic Personnel Contact for Questions:

Academic Employee Relations Analyst: Nick Weston-Dawkes (nicholas.weston-dawkes@ucr.edu) x2935
Assistant Vice Provost: Katina Napper (Katina.Napper@ucr.edu) x5032