

Conflict of Commitment (CoC), Outside Professional Activities (OPA), and UC OATS (UC Outside Activity Tracking System)

This guide summarizes the key policy highlights and reporting requirements for outside professional activities at UC Riverside.

1. Understanding the Basics

- **Outside Professional Activities (OPA):** These are activities within a faculty member's professional expertise performed for entities outside of the University.
- **Conflict of Commitment (CoC):** Occurs when outside professional activities interfere with a faculty member's professional obligations to the University.
- **Key Principle:** Faculty must maintain a presence on campus and fulfill teaching and research duties first.

2. Governing Policies

- [APM 025](#): Conflict of Commitment and Outside Activities of Faculty Members
- [APM 671](#): Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan (HSCP) Participants*
- [APM 240](#): Deans
- [APM 246](#): Faculty Administrators (100% Time)

Note: For HSCP participants, refer to [implementing procedures](#) in addition to APM 671.

3. Who is Subject to Policy?

All faculty with appointments of **50% time or more** in the following series must comply:

- Professor (including Acting, In Residence, Clinical, and Adjunct)
- Professor of Teaching
- Deans and Full-Time Faculty Administrators

Notes:

- *Recalled faculty at or less than 43 percent time are NOT subject to this policy with the exception of recalled faculty who are participants in the HSCP.*
- *Unit 18 Faculty Members, such as Lecturers, Continuing Lecturers, and Supervisors of Teacher Ed are also NOT subject to this policy.*

4. Activity Categories at a Glance

Activities are grouped into three categories based on the likelihood of creating a conflict of commitment.

Type	Conflict Level	Examples of Outside Activities	Requires Prior Approval from PEVC	Requires Annual Reporting
Category I	Most likely to create a conflict of commitment	Outside teaching, outside research, administration of a grant outside of the University, employment outside of the University, assuming a founding or a co-founding role of a company	Yes	Yes
Category II	Lesser potential for a conflict of commitment	Additional University-compensated teaching, consulting, providing or presenting a workshop for industry	No	Yes
Category III	Unlikely to raise a conflict of commitment	Reviewing manuscripts, attending and presenting talks at university conferences, developing scholarly or creative works	No	No

5. Time & Earning Thresholds

- APM 025

Time Period	Academic-Year Faculty	Fiscal-Year Faculty	Deans/Full-Time Faculty Administrators
Regular Year	312 hours (39 days) (start of fall quarter through end of spring quarter)	384 hours (48 days)	384 hours (48 days)
Summer Months – if *not* receiving “summer salary”	no restrictions	n/a	n/a
Summer Months – if receiving “summer salary”	8 hours (1 day)/week during the period in which such compensation is received unless the funding agency specifies other restrictions (these hours are distinct from the 312 above)	n/a	n/a

- APM 671 (HSCP Participants, School of Medicine)
 - Time limits are specified in school implementation procedures (generally 21–48 days). **21 days (168 hours) = is the time specified in the UCR Health Sciences Compensation Plan Implementation Procedures effective July 1, 2015**
 - **Earnings Threshold:** \$40,000 or 40% of HSCP Scale 0 (whichever is greater). Income beyond this must be deposited into the Plan.
- Other Considerations
 - OATS calculates time in hours. 8 hours = 1 day, except in teaching, 6 podium hours = 1 day
 - These time limits apply during all periods of sabbatical leave and other leaves with pay
 - No time limits apply during approved leaves without pay

6. Faculty Responsibilities

- Prior Approval
 - Must be obtained for all Category I activities before engagement.
 - Must be obtained for requests to exceed time or the earnings threshold in advance of performing the activity.
- Reporting conflict of interest and intellectual property as appropriate.
- Student Involvement: Faculty must get prior approval before involving a student in any outside professional activity.
- Annual Reporting: Submit reports for all Category I and II activities (including "No Activity" reports)

7. System Overview: UC OATS (Demo)

The **UC Outside Activity Tracking System (UC OATS)** is the web portal used to track OPA and ensure compliance with APM policies.

- **Portal Login:** <https://ucr.ucoats.org/>.
- **How to Login:** Use your **UCR NetID and Password** via Single Sign-On (SSO).
- **Support:** First-level support is provided by your college **Subject Matter Experts (SMEs)**.

8. Resources

- [APO Conflict of Commitment Information Page](#)
- [UCOATS User Guides](#)
- [School/College Subject Matter Experts \(SMEs\)](#)
- [Category I Checklist](#)
- [UCR FAQs on Conflict of Commitment](#)