

This is general information on Conflict of Commitment and Outside Activities. For more information on the policy, please refer to the [Academic Personnel Manual \(APM\)](#), APM [025](#) and APM [671](#). For Deans and Faculty Administrators (100% time), please refer to APM [240-20-c](#) and APM [246-20-c](#) respectively.

FACULTY OBLIGATIONS

The UC Regents’ Standing Order 103.1(b) states that faculty members shall not allow outside employment to interfere with primary University duties. University policy applicable to Academic Senate members is found in APM—025 (general campus faculty) and APM-671 (Health Science Compensation Plan Faculty); each policy includes specific time limits for certain types of outside professional activities.

A conflict of commitment occurs when a faculty member’s outside activities interfere with the faculty member’s professional obligations to the University of California.

OUTSIDE PROFESSIONAL ACTIVITIES

CATEGORY I (likely to raise conflict)	CATEGORY II (unlikely to raise conflict)	CATEGORY III (ordinarily no conflict)
Requires Prior Approval?		
Yes	Not Normally	No
Requires Annual Reporting?		
Yes	Yes	No
Examples		
Teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, foundation, or other entity outside of the University	Additional University-compensated teaching, including teaching for UNEX courses and programs	Serving on government or professional panels or committees or as an officer or board member of a professional or scholarly society
Employment outside the University	Consulting or testifying as an expert or professional witness	Reviewing manuscripts; acting in an editorial capacity
Assuming a founding or a co-founding role of a company	Providing outside consulting services or referrals or engaging in professional practice as an individual or through a single-member professional corporation or sole proprietorship	Attending and presenting talks at university/academic colloquia and conferences
Assuming an executive or managerial position outside of the University	Serving on a board of directors outside of the University	Accepting Honoria for scholarly, intellectual, education, outreach work within the course and scope of employment
Compensated teaching or research at another institution while employed as full-time faculty member at UCR	Providing or presenting a workshop for industry	Receiving prizes, defined as gifts in recognition of personal achievements and not for services rendered

REPORTING

To comply with APM policy, UCR faculty must:

1. Obtain **prior approval** for engagement in Category I activities.
2. Obtain **prior approval** for requests to exceed time and/or the earnings threshold in advance of performing the activity.
3. Report **conflict of interest and intellectual property** as appropriate.
4. Submit **annual reports** of all Category I and II activities (or lack thereof) and certifying compliance with requirements of the policy.
5. Obtain **prior approval** from the Department Chair before involving a student in an outside activity.

These tasks can be completed by using the UC Outside Activity Tracking System (UC OATS) at <https://ucr.ucoats.org/>.

All faculty holding appointments of 50% time or more time in the following series are subject to APM policy 025 and 671:

- Professor, including Acting titles
- Professor-in-Residence
- Professor of Clinical (e.g. Medicine)
- Health Sciences Clinical Professor
- Adjunct Professor
- Lecturer or Senior Lecturer with Security of Employment
- Lecturer with Potential Security of Employment

The following are also subject to APM 025/APM 671:

- Deans (APM 240)
- Full time faculty Administrators (APM 246)
- Faculty members on approved leaves or Sabbaticals

Recalled faculty at or less than 43% time are NOT subject to this policy with the exception of recalled faculty who are participants in the Health Sciences Compensation Plan.

Unit 18 Faculty Members, such as Lecturers, Continuing Lecturers, and Supervisors of Teacher Ed are also NOT subject to this policy.

RESOURCES

- UCR OATS Information website: <https://academicpersonnel.ucr.edu/oats>
- User Support & User Guides: <https://academicpersonnel.ucr.edu/oats-support>
- For policy questions, send an email to apomail@ucr.edu.
- For OATS support, contact your organization's [Subject Matter Expert](#) (SME). If additional support is needed, please send an email to oats@ucr.edu.