



Academic Personnel Office
CONFLICT OF COMMITMENT – GENERAL INFORMATION

Creation Date: December, 2009
 Revision Date(s): August, 2018

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](#).

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



Academic Personnel Office
CONFLICT OF COMMITMENT – GENERAL INFORMATION

Creation Date: December, 2009
Revision Date(s): August, 2018

REPORTING

To comply with APM policy, UCR faculty must:

1. Obtain **Prior Approval** for **Category I** activities by
 - o Completing an [APM-025 Prior Approval Request form](#) OR an [APM-671 Prior Approval Request form](#) and
 - o Submitting the form for approval following the [campus routing instructions](#).
2. Submit an **Annual Report** each fiscal year for Category I and/or Category II activities using the campus self-reporting system <http://conflictofcommitment.ucr.edu>.

UC policy mandates that faculty submit an annual report per APM-025 (for general campus faculty) or APM-671 (for HSCP faculty) whether or not you engaged in Category I or Category II activities. A response of Yes or No is required.

To login to the Conflict of Commitment APM-025 and APM-671 Annual Reporting system visit <http://conflictofcommitment.ucr.edu>.

RESOURCES

- [ONLINE SYSTEM - Campus APM-025 and APM-671 Annual Self-Reporting System](#)
- [APM 025 FORM -Category I Prior Approval Form](#)
- [APM 025 FORM - Paper Annual Reporting Form for CATI & CATII Activities](#)
- [APM 671 FORM - Category I Prior Approval Form](#)
- [APM 671 FORM - Paper Annual Reporting Form for CATI & CAT II Activities](#)
- [UCR GUIDELINES/PROCEDURES - APM 025 and APM 671 Category I Prior Approval Request Form Routing Instructions](#)

For questions or more information, please send an email to academicpersonnel@ucr.edu.