

**REPORT OF CATEGORY I & II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES & ADDITIONAL TEACHING**

**FOR FISCAL YEAR ENDING JUNE 30, 2008 — DUE DECEMBER 15, 2008**

All faculty with a 50% or more appointment (other than lecturers governed by an MOU) must complete, and return to your chair, this form for the past fiscal-year. If you engaged in no Category I and II compensated outside professional activities and did not perform additional teaching (“AT”) as defined in APM 662, write “NONE” across the grid below. See *Explanation* on next page for further guidance and definitions. Attach additional sheets, if needed.

Name (Last, First, MI): \_\_\_\_\_ Academic Title: \_\_\_\_\_

Appointment (circle one):      Academic Year or      Fiscal Year      Department: \_\_\_\_\_

Term of Leave, if any: \_\_\_\_\_ College/School: \_\_\_\_\_

Category I, II or AT	# of Days Spent on Activity	Description of Activity	Nature of Relationship with Outside Entity (see <i>Explanation</i> )	General Description of Business/Agency/Organization/Group/Person

\_\_\_\_\_  
Faculty Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

***EXPLANATION FOR COMPLETING REPORT OF CATEGORY I & II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES & ADDITIONAL TEACHING ACTIVITIES***

***Compensated Outside Professional Activities:*** *Compensated* refers to income, assets, or capital realized or having the potential to become realized. *Outside Professional Activities* are those activities that are within a faculty member's area of professional, academic expertise and that advance or communicate that expertise through interaction with business, the community, or the public, or through consulting or professional opportunities.

***Category:*** For each activity, enter *I*, *II* or *AT* (Additional Teaching):

***Category I*** compensated activities include: assuming an executive or managerial position outside the University (which does not include the Category II activities of (1) serving on a board of directors of an outside entity or (2) providing consulting services or engaging in professional practice through one's own single member professional corporation or sole proprietorship); submitting or administering, outside of the University, a grant that would ordinarily be conducted under the auspices of the University; establishing an employment relationship as a salaried employee outside of the University; compensated teaching or research at another institution; and other compensated activities which common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

***Category II*** compensated activities include: providing expert testimony in administrative, legislative, or judicial proceedings; providing consulting services or referrals or engaging in professional practice as an individual or through one's own single member professional corporation or sole proprietorship; providing a workshop for business; and undertaking compensated outside professional activity not within Category I or Category III (as defined by APM 025).

***AT:*** involves additional compensated teaching in University programs specified in APM 662 (i.e., UNEX courses and programs, other continuing education programs run by the University, and self-supporting UC degree programs).

***# Days:*** Enter the approximate number of days you worked on each activity during your period of active service to the University. *Day* is defined on a case by case basis, using common sense and customary practice. The University recognizes and supports the diverse hours and schedules devised by faculty members and department chairs to accommodate teaching, research and creative work, University service, and University-related public service. You should exercise sound professional judgment, taking into account reasonable work schedules, when determining what constitutes a day of outside activity, and be prepared to provide, upon request from your chair, an explanation of the definition of "day" you used. For Additional Teaching activities, the general rule in APM 662 is that every six contact or "podium" hours spent with students equals one day.\*

***Description of Activity:*** Briefly describe the work you performed.

***Nature of Relationship:*** Use one or more of the following *terms* to describe your relationship to the entity, identified in the last column, for which you performed the compensated outside professional activity: ***owner, board member, consultant, equity or royalty interest, stockholder or partnership interest, salaried employee, or other*** (which you should explain).

\* A full-time faculty member on an academic-year appointment normally may engage in compensated outside professional activities for up to 39 days from the start of the fall through the end of the spring terms (including intersession). If an academic-year faculty member is receiving University summer compensation, then the applicable limit on compensated outside professional activities is the equivalent of one day per week during the period in which summer compensation is received. A full-time fiscal-year faculty member is permitted a maximum of 48 days during the months of active service. The same limits apply to part-time faculty during the period of University service *prorated* by the percent of the appointment. Before engaging in Category I activities, prior authorization by your Dean (or in some cases the Executive Vice Chancellor) is required.