

UC OATS - Outside Activity Tracking System

Deans and Faculty Administrators (100% Time)

Overview of Reporting Requirements

Deans and Faculty Administrators (100% time) may engage in outside activities as defined by and in accordance with APM 025 with the following additional provisions included in [APM 240-20.c](#) (Deans) and [APM 246-20.c](#) (Faculty Administrators):

- a) They may serve on no more than three for-profit external boards (not entities of the University of California) for which he or she receives compensation and for which he or she has governance responsibilities.
- b) All compensated and uncompensated outside professional activities, including Category III activities, shall be reported annually to the Vice Provost of Academic Affairs.
- c) In each fiscal year, they may engage in a maximum of forty-eight (48) calendar days of compensated outside professional activity, which includes the twelve days cited in(d) below.
- d) They may engage in compensated outside professional activity up to twelve (12) University workdays per fiscal year without deducting from vacation leave balances. In excess of twelve (12) days, they shall use accrued vacation leave for performing compensated outside professional activities.

NOTE: Interim and acting deans and faculty administrators are subject to these additional reporting requirements for the time period they served in the title. Maximum hours/days allowed may be prorated for those who did not serve for the entire reporting period.

Please refer to [APM 025-10.a](#) for additional information on the following three types of outside professional activities:

Category I – **report compensated and uncompensated**

- Require prior approval. Likely to raise issues of conflict of interest and/or commitment. Count toward the maximum time limit.

Some examples of Category I activities include: teaching, research, or administration of a grant outside the University; employment outside the University; honorary, visiting, adjunct, or other institutional appointment (either compensated or uncompensated); and assuming a founding or co-founding role of a company.

Category II – **report compensated and uncompensated**

- Unlikely to raise issues of conflict of commitment and are ordinarily accepted as regularly performed outside professional activities. Cat. II activities count toward the annual maximum time limit.

Some examples of Category II activities include: additional University-compensated teaching, including teaching for UNEX courses and programs or other continuing education programs run by the University; testifying as an expert or professional witness; providing outside consulting services; and providing or presenting a workshop for industry.

Category III – **report compensated and uncompensated**

- Deans and full-time faculty administrators must report all compensated and uncompensated outside professional activities. Cat. III activities count toward the maximum time limit for deans and full-time faculty administrators.

Some examples of Category III activities include: serving on government or professional panels or committees or as an officer or board member of a professional or scholarly society; reviewing manuscripts; acting in an editorial capacity; attending and presenting talks at university/academic colloquia and conferences; and developing scholarly or creative works.

Deans and Full-time Faculty Administrators: Instructions for Certifying Activities in OATS

A [Deans and Faculty Administrators Workspace Overview](#) is available at the UC OATS Training website.

- **Log in to OATS**

Log in to OATS

- Sign in using your CruzID and GoldPassword

ACADEMIC DEANS ONLY -> Click on FACULTY'S VIEW

The screenshot shows the OATS interface for Academic Deans. At the top, there is a navigation bar with 'Fiscal Year: 2018 - 2019', 'REVIEW/APPROVAL', 'ANNUAL CERTIFICATIONS', 'FACULTY'S VIEW' (highlighted with an arrow), 'Status Legend', and 'NOTIFICATIONS'. Below this is a filter section with 'Filter by date: From: To: Clear' and buttons for 'APPROVAL PENDING', 'APPROVED', and 'ALL ACTIVITIES'. At the bottom, it says 'ACTIVITIES: APPROVED'.

- If you have no Category I, II or III activities to report, click:

Certify No Activity for 2022 - 2023

(The fiscal year displayed will reflect the applicable reporting period for the Annual Report.)

If needed, instructions for completing [Annual Certification - with No Activities](#) are available at the UC OATS Training website.

- If you have Category I, II, or III activities to report:

- See steps 1-3 below. Check to make sure you are in the correct fiscal year before proceeding. Example: You need to report activities for your 2023-24 Annual Report -> click to fiscal year 2023-24 to complete your reporting.
- See step 4 below. After you have reported all outside professional activities, certify and submit your report.

If needed, instructions for completing [Annual Certification - with Activities](#) are available at the UC OATS Training website

The screenshot shows the OATS interface with a table of activities. At the top, there are buttons for 'Reporting Period: 2021 - 2022', 'Enter an Activity', 'Copy Activity', 'Annual Certifications', and 'Approver's View'. Below the buttons is a table with columns: Activity ID, Activity Label, Org. Type, Org. Name, Student Involvement, Activity Type(s), Earnings, Actions, and Form/Queue. The table contains one entry with ID 4638931 and label 'my cat III'. Below the table, there are buttons for 'Export current data', 'Edit Activity', 'Delete', and 'Report Effort'. Arrows point from the 'Report Effort' button to the 'Annual Certifications' button and from the 'Report Effort' button to the 'Report Effort' button. A note at the bottom right says: 'After entering an activity, it will be listed on your summary page and you will be able to report effort on the activity as needed.'

Activity ID	Activity Label	Org. Type	Org. Name	Student Involvement	Activity Type(s)	Earnings	Actions	Form/Queue
4638931	my cat III	Non Profit	my cat III	No	Developing scholarly or creative works (Cat. 3)	0.00	Edit Activity Delete Report Effort	