

Instructions for Generating the Department and Division Report from OATS

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Overview

- Departments and divisions will generate their APM 025 report from OATS.
- Department managers review the Annual Reports of faculty in the department.
- Department chairs sign-off on (approve) the Annual Reports of faculty in the department.
- Divisional Coordinators review the Annual Reports of department chairs and divisional appointees.
- Academic deans review and sign-off on (approve) the Annual Reports of department chairs and divisional appointees.

All senate (includes LSOE titles) and adjunct faculty, who held a base appointment of 50% or greater in 2018-19, are required to submit (via OATS) an APM 025 Annual Report of Outside Professional Activities.

Department and Division Faculty Required to Submit a Report

If you need to confirm the faculty in your department or division that are required to submit a report:

- Log into OATS <https://ucsc.ucoats.org>
- Click to Fiscal Year 2018-19 and click on Annual Certifications
- Faculty reports may be in different states of the review process. Click on each filter (e.g. “Not submitted”; “in queue”) to view the faculty who are required to report.

Alternatively, you may access your division’s list (sorted by departments) at this [spreadsheet](#).

Note: If a faculty member on your list has **SC1000 - UC Santa Cruz** as the department, APO will contact them directly. These faculty members served as an Acting Dean or a 100% Faculty Administrator during the 2018-19 reporting period. They are subject to additional reporting requirements and the VPAA will review and sign their Annual Report. (Reporting will still be managed via OATS.)

Monitoring Annual Reports in Your Department or Division

1. Log into OATS <https://ucsc.ucoats.org>
2. Click to Fiscal Year 2018-19
3. Click on ANNUAL CERTIFICATIONS
4. Click on each filter to see if there are faculty who still need to submit their form (Not Submitted); if there are forms that you still need to review and approve (In queue with no activities or In queue with activities); or if there are still awaiting review or approval (In process).

Reviewer View (Manager and Divisional Coordinator)

The screenshot displays the 'Reviewer View' interface for 'FACULTY: ANNUAL CERTIFICATIONS'. At the top, the 'Fiscal Year' is set to '2018 - 2019'. Navigation tabs include 'FACULTY', 'AP REVIEW', and 'FISCAL REVIEW'. A 'Status Legend' and 'NOTIFICATIONS' icon are also present. Below the navigation, there are filters for 'Filter by date' (From/To) and 'Filter by division' (a dropdown menu). A horizontal menu contains several status filters: 'NEEDS MY REVIEW' (star icon), 'FORMS IN PROCESS' (gear icon), 'APPROVED' (checkmark icon), 'ALL ACTIVITIES' (globe icon), 'ANNUAL CERTIFICATIONS' (calendar icon), and 'DELETED' (X icon). Underneath, the 'Filter forms' section includes radio buttons for 'Not Submitted', 'In queue (With no activities)', 'In queue (With activities)', 'In process', and 'Accepted'. An 'Export current data' button is located on the left. A 'Show 100 entries' dropdown is also visible. At the bottom, a table header lists columns: 'UID', 'Faculty', 'Department', 'Signed Date', '# Activities', 'Total Hours', 'Total Earnings', 'Due To Plan', and 'Actions'.

5. Follow-up with faculty as appropriate.
 - Faculty on an approved medical leave are allowed to submit their report (via OATS) upon return from leave.
 - All faculty covered by APM 025 during the reporting period who are either in residence or on a non-medical leave are required to submit a report by the due date.

Generate the Department or Division Report

The department or division report will be ready to export out of OATS when all of the required Annual Certifications are “Accepted” and there are no remaining records in the other filters*.

* If a faculty member on medical leave has not submitted their Annual Report or a faculty member who is required to report has not submitted after multiple reminders, they should be added to the exported data spreadsheet with a brief explanation for the outstanding report.

If a department chair’s or a faculty administrator’s report has not been approved (check status in “In process” filter) by the time you are ready to submit your report, add them to the department report with a note “Annual Report pending Dean’s (or VPAA’s) approval.”

- Filter by “Accepted” and then “Export current data”
- Email the department report to your [divisional coordinator](#) by **October 31, 2019**.

The screenshot shows the OATS system interface. At the top, there are tabs for 'FACULTY', 'AP REVIEW', and 'FISCAL REVIEW'. Below these are filters for 'Filter by date' and 'Filter by division'. A row of filter buttons includes 'NEEDS MY REVIEW', 'FORMS IN PROCESS', 'APPROVED', 'ALL ACTIVITIES', 'ANNUAL CERTIFICATIONS', and 'DELETED'. Under 'FACULTY: ANNUAL CERTIFICATIONS', there are radio buttons for 'Not Submitted', 'In queue (With no activities)', 'In queue (With activities)', 'In process', and 'Accepted'. A blue 'Export current data' button is highlighted. Below the filters is a table with columns: UID, Faculty, Department, Signed Date, # Activities, Total Hours, Total Earnings, Due To Plan, and Actions. The table contains several rows of data, each with an 'Annual Certification Approved' button in the Actions column.

Department or Division Report - edit and annotate as needed

The screenshot shows an Excel spreadsheet titled 'Earth & Planetary Sciences 2018-19 - APM 025 Annual Report'. The spreadsheet has columns for UID, Faculty, Department, Signed Date, # Activities, Total Hours, Total Earnings, Due To Plan, and Notes. The data rows list faculty members and their corresponding activity and earnings data. Annotations include:

- 'Delete this column' pointing to the 'Notes' column.
- 'Delete this column' pointing to the 'UID' column.
- 'Add from "Not Submitted"' pointing to the 'Signed Date' column.
- 'Add dept chair or faculty admins who are still "In process"' pointing to the 'Notes' column.
- 'Add notes' pointing to the 'Notes' column.
- 'n/a for APM 025 faculty - only applies to deans and 100% faculty administrators' pointing to the 'Total Earnings' column.
- 'on medical leave fall quarter Annual Report is outstanding Dept Chair - Annual Report pending dean approval' pointing to the 'Notes' column.
- 'Edit Report Title' pointing to the spreadsheet title.

Generate the Dean's List for the VPAA (Divisional Coordinators)

The Dean's list (divisional report) will be ready to create when the division has reviewed and approved the Annual Reports of their department chairs and divisional appointees *and* has received all of the reports from the departments and programs in the division who had faculty covered by the policy during the reporting period.

- Combine the division's report with all of the department reports.
- Email the Dean's list (division report) to [Jenny Brown](#) in APO by **November 15, 2019**.

Edit Report Title → Arts - 2018-19 APM 025 Annual Report						
Faculty	Department	Signed Date	# Activities	Total Hours	Total Earnings	Notes
Arts Dean	SC1143 - Arts Division	09/28/2019	2	85.00	1500.00	Acting Dean (current) - Annual Report routed to VPAA
Divisional Appointee Name	SC1143 - Arts Division	09/26/2019	0	0.00	n/a	
Divisional Appointee Name	SC1143 - Arts Division	09/26/2019	1	240.00	n/a	
Divisional Appointee Name	SC1143 - Arts Division	09/26/2019	1	64.00	n/a	
Divisional Appointee Name	SC1143 - Arts Division	09/26/2019	1	29.50	n/a	
Art Faculty Name	SC1172 - Art	09/26/2019	0	0.00	n/a	
Art Faculty Name	SC1172 - Art	09/26/2019	2	85.00	n/a	
Art Faculty Name	SC1172 - Art	09/26/2019	1	20.00	n/a	
Art Faculty Name	SC1172 - Art	09/26/2019	0	0.00	n/a	
Art Faculty Name	SC1172 - Art					Annual Report is outstanding
FDM Faculty Name	SC1180 - Film & Digital Media	08/26/2019	0	0.00	n/a	
FDM Faculty Name	SC1180 - Film & Digital Media	07/03/2019	3	220.00	n/a	
FDM Faculty Name	SC1180 - Film & Digital Media	09/16/2019	0	0.00	n/a	
FDM Faculty Name	SC1180 - Film & Digital Media	09/19/2019	4	115.00	n/a	
FDM Faculty Name	SC1180 - Film & Digital Media					on medical leave fall quarter
HAVC Faculty Name	SC1207 - History of Art & Visual Culture	07/12/2019	3	10.00	n/a	
HAVC Faculty Name	SC1207 - History of Art & Visual Culture	09/17/2019	1	231.50	n/a	
HAVC Faculty Name	SC1207 - History of Art & Visual Culture	09/26/2019	0	0.00	n/a	
HAVC Faculty Name	SC1207 - History of Art & Visual Culture	09/04/2019	3	312.00	n/a	
HAVC Faculty Name	SC1207 - History of Art & Visual Culture					on medical leave fall quarter
Music Faculty Name	SC1217 - Music	09/26/2019	0	0.00	n/a	
Music Faculty Name	SC1217 - Music	07/10/2019	0	0.00	n/a	
Music Faculty Name	SC1217 - Music	07/26/2019	1	231.50	n/a	
Music Faculty Name	SC1217 - Music	07/26/2019	0	0.00	n/a	
Music Faculty Name	SC1217 - Music					Annual Report is outstanding
THEA Faculty Name	SC1250 - Theater Arts	09/24/2019	0	0.00	n/a	
THEA Faculty Name	SC1250 - Theater Arts	09/26/2019	1	286.00	n/a	
THEA Faculty Name	SC1250 - Theater Arts	09/26/2019	0	0.00	n/a	
THEA Faculty Name	SC1250 - Theater Arts	09/26/2019	3	85.00	n/a	

All required to report
"n/a" for regular faculty (only applies to deans and 100% faculty administrators)
Include notes