

September 16, 2011

SENATE FACULTY
RECALLED FACULTY
ADJUNCT and VISITING PROFESSORS
DEANS
DEPARTMENT and PROGRAM CHAIRS

RE: Your 2010-11 APM 025 Annual Report is Due by September 30, 2011

Dear Colleagues:

I am writing to remind all Senate faculty, Recalled faculty, and Adjunct and Visiting Professors that your APM 025 Annual Report form documenting compensated outside professional activities and specified additional teaching activities (e.g., UNEX courses) must be submitted to your department chair by September 30, 2011. Department chairs must submit their own Annual Report to the dean by this same date.

Academic deans must also meet this reporting requirement and should submit their Annual Report directly to their department chair by September 30, 2011. Following that date, AVC Peterson will request copies of these reports from department chairs for review by the CP/EVC.

Individuals who held Adjunct, Visiting or Recall appointments during the period July 1, 2010 through June 30, 2011 on a 0% time, without salary, or by agreement (i.e., negotiated compensation) basis only, are excluded from this reporting requirement.

Every faculty member covered by APM 025 must submit an annual report even if no compensated outside professional activities or additional teaching activities were engaged in during the reporting period. The reporting period is July 1, 2010 through June 30, 2011; however, you are only required to report compensated outside professional activities and specified additional teaching activities undertaken during the summer period if you received concurrent summer salary during July, August, or September 2010, and/or June 2011.

The [Annual Report](http://apo.ucsc.edu/forms_and_data/original_docs_and_pdfs/APM025AR.pdf) form (including information on completing it) is available online at: http://apo.ucsc.edu/forms_and_data/original_docs_and_pdfs/APM025AR.pdf. The form may be completed electronically and printed out for submission to your department chair. In addition, if you have the full version of Adobe Acrobat, the form may be saved and submitted as an email attachment. **If you have no activities to report for fiscal year ending June 30, 2011, simply check the "No Activities to Report" box, sign and date the form, and forward it to your department chair.**

In summary, a full-time faculty member on an academic-year appointment is permitted a maximum of 39 days during the academic year to engage in Category I and Category II activities; there are no restrictions during the summer months unless the faculty member is receiving summer salary. However, if receiving concurrent summer salary, then the activities must be reported and the applicable time limit on compensated activities is the equivalent of one day per week during the period in which summer salary is received. A full-time fiscal-year faculty member is permitted a maximum of 48 days during the months of active service. For

part-time faculty, the maximum number of days is prorated based on their appointment percentage.

Department and Program Chairs

By November 1, 2011, chairs are responsible for submitting a report to the dean that reflects whether an Annual Report form was received and reviewed for each faculty member covered by APM 025 in their unit. Based on information contained in Div Data, the Academic Personnel Office will provide spreadsheets to chairs listing faculty in their unit who must submit an Annual Report. If a faculty member is on an approved leave, chairs should annotate the spreadsheet accordingly (e.g., "on leave through fall quarter"). Faculty members on leave will be required to submit their Annual Report form to their chair upon return from leave. Departments are the Office of Record for these Annual Report forms and must maintain them in departmental files.

Deans

By November 15, 2011, deans are responsible for submitting to the CP/EVC (via the Academic Personnel Office), names of any faculty in their division whose Annual Report is still outstanding (without justification, e.g., on approved leave). In turn, the CP/EVC will send a letter to these faculty members informing them that they are out of compliance, and identify a final deadline for submission. If this deadline is not met, the CP/EVC will determine the appropriate recourse.

Prior Approval Requirement

I also want to take this opportunity to remind you that before engaging in certain outside professional activities (e.g., involving students in an outside activity in which the faculty member has a financial interest or engaging in compensated teaching or research at another institution), APM 025 requires that you obtain prior approval from your dean or the CP/EVC. Requests for prior approval should be submitted to your department chair at least 45 days in advance of the activity to ensure a timely response.

Information regarding prior approval, the University's Conflict of Commitment policy, the campus implementing procedures, and helpful FAQ's are available on the Academic Personnel Office website: http://apo.ucsc.edu/academic_policies_and_procedures/cappm/012025.htm

I appreciate your cooperation in the timely submission of these mandatory Annual Reports. If you have questions about the reporting requirements or this policy generally, please contact your divisional academic personnel coordinator or APO Analyst Susan Fellows at 9-5032 or sfellows@ucsc.edu.

Sincerely,



Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Assistant Vice Chancellor Peterson
APO Analysts
Divisional Academic Personnel Coordinators
Department and Program Managers