GENERAL UNIVERSITY POLICY REGARDING ACADEMIC APPOINTEES

Conflict of Commitment and Outside Activities of Faculty Members

APM - 025 APPENDIX D

# ANNUAL REPORTING FORM

**FOR CATEGORY I & II OUTSIDE ACTIVITIES AND ADDITIONAL TEACHING ACTIVITIES**

**REPORTING PERIOD:**

**THROUGH**

*Instructions:* In accordance with APM - 025, this form must be completed, signed, and submitted to the department chair each year by all eligible faculty for the time your

academic-year or fiscal-year appointment was effective during the identified fiscal year. See Explanations (Appendix B) for further guidance. If you engaged in no Category I and Category II outside activities during the identified fiscal year, and did not perform additional teaching as defined in APM - 662 (i.e. teaching in UNEX courses or programs, other continuing education programs run by the University, or self-supporting UC degree programs), write "NONE" across the grid below and check the box below. Attach additional sheets if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Print): | | | Academic Title: | Department: |
| Appointment: | Academic-year or | Fiscal-year | Terms of leave, if any: | College/School: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category I or II | Number of Days | Leave Without Pay Y/N (When?) | Description of Activity | Nature of Relationship | General Description of Business/Agency/Organization/Group/Person |
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|  |  |  |  |  |  |
| *Total # Days* |  |  |  |  |  |

|  |  |
| --- | --- |
| I did not engage in Category I or II activities  during the reporting period. | |
| I certify that I have complied with the provisions of APM - 025 and have reported all Category I and II activities as required by policy. | |
| Faculty Member Signature | Date |

|  |  |
| --- | --- |
| The department chair's signature affirms the form was received and reviewed. Corrective actions should be implemented for time reports (days) that are above the annual limit and for unapproved Category I activities. | |
| Department Chair Signature | Date |
| Dean Signature | Date |

N.B.: Information disclosed herein is a public record under the California Public Records Act

Rev. 7/1/14