

APM 025 ANNUAL REPORT for FISCAL YEAR ENDING JUNE 30,   
**CATEGORY I AND II OUTSIDE PROFESSIONAL ACTIVITIES AND ADDITIONAL TEACHING ACTIVITIES**

**In accordance with APM - 025, this report must be completed each year by all eligible faculty, whether or not there are activities to report. This annual report is due to your department chair by September 30; the reporting period is July 1 through June 30 of the fiscal year identified above.**

Instructions: Report the number of days spent on all Category I and/or II outside professional activities and additional teaching (“AT”) as defined in APM 662 (i.e., UNEX courses or programs, other continuing education programs run by the University, or self-supporting UC degree programs) during the fiscal year. If you have no such activities or additional teaching to report, check the box below. Please review attached “Explanations” for further guidance and descriptions of Category I and II activities.

Name \_\_\_\_\_ Title \_\_\_\_\_ Department \_\_\_\_\_

**Appointment Type**  Academic-year or  Fiscal-year. A full-time faculty member on an academic-year appointment is permitted a maximum of 39 days during the academic year to engage in these activities; there are no restrictions during the summer months unless the faculty member is receiving summer salary. However, if receiving summer salary, then the activities must be reported and the applicable limit on these 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 per fiscal year.

Terms and type of leave during reporting period, if any:

Category I, II, or AT (For Cat. I activity, attach copy of prior approval form or letter)	Number of Days Spent on Activity	Briefly describe the activity that you engaged in and/or additional teaching that you performed (teaching in Summer Session is not considered additional teaching as defined in APM 662, but compensation received for it is considered summer salary)	Identify the nature of your relationship (e.g., founder/co-founder, owner, board member, consultant, equity or royalty interest, stockholder or partnership interest, salaried employee, or if other, please explain)	General Description of Business/Agency/Organization/ Group/Person for whom you performed the activity

<input type="checkbox"/> 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. Additional action is required for time reports (days) that exceed the annual limit and/or for unapproved Category I activities.	
Department Chair Signature	Date
Dean Signature	Date

REPORT OF CATEGORY I AND II OUTSIDE PROFESSIONAL ACTIVITIES AND  
ADDITIONAL TEACHING ACTIVITIES

**EXPLANATION OF INFORMATION REQUESTED**

Reporting Period: The annual report covers one fiscal year (i.e., July 1 through June 30).

Academic/Fiscal-Year Faculty Appointment: Enter whether you held an academic- or fiscal-year appointment. An *Academic-Year Appointment* is an appointment in which the faculty member renders services to the University during the academic year, from the beginning of the fall term through the end of the spring term ([APM - 600-4-c](#)), or the equivalent of an academic year should the campus operate year-round. A *Fiscal-Year Appointment* is an appointment in which the faculty member renders service to the University throughout the calendar year as opposed to the academic year ([APM - 600-4-f](#)). Fiscal-year faculty accrue vacation time in accordance with [APM - 730](#).

Terms of Leave, if any: A faculty member may be permitted to go on full- or part-time leave in order to pursue certain compensated outside professional activities. If you were on such leave during any part of the pertinent fiscal year, provide information here about the percentage of time and inclusive months.

Category: For each activity, enter I, II or AT (for additional teaching as defined in [APM - 662](#)).

*Category I* activities include: teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, or foundation outside of the University; employment outside the University; assuming a founding/co-founding role of a company; assuming an executive or managerial position outside of the University. You must receive prior approval to engage in Category I activities, which always count toward the 39/48-day limit and must be reported annually.

*Category II* activities include: additional University-compensated teaching, including teaching in accordance with [APM – 662](#), Additional Compensation: Additional Teaching, for UNEX courses and programs, other continuing education programs run by the University, and self-supporting UC degree programs if the teaching is outside the normal teaching load; consulting or testifying as an expert or professional witness; providing outside consulting services or referrals or engaging in professional practice as an individual or through a single-member professional corporation or sole proprietorship; serving on the board of directors outside of the University; providing a workshop for industry; providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories. Category II activities are counted within the 39/48-day limit and must be reported annually.

Number of Days: A full-time faculty member on an academic-year appointment normally may engage in outside professional activities for up to 39 days from the start of the fall term through the end of the spring term (including intersession). There are no restrictions on the number of days of outside professional activity for academic-year faculty during the summer months unless an academic-year faculty member is receiving University compensation for the summer. If an academic-year faculty member is receiving University summer compensation, then the applicable limit on outside professional activities is the equivalent of one day per week during the period in which compensation is received (unless a funding agency specifies otherwise). A fiscal-year faculty member is permitted a maximum of 48 days per fiscal year.

Enter the approximate number of days you worked on this activity during your period of active service to the University. For outside professional activities, a *Day* is defined using common sense and customary practice. This definition may vary by campus and/or discipline. For additional teaching activities, the general rule is that every six contact or “podium” hours spent with students equals one day. See

[APM - 662](#) for details.

Nature of Relationship: Use one or more of the following terms to describe your relationship to the entity identified in the last column: Founder/co-founder, owner, board member, consultant, recipient of equity or royalty interest, stockholder or partnership interest, salaried employee, or other (explain).