



Date: 08/15/2022

To: All Faculty covered under APM 025 and APM 671 (via faculty@scotmail.ucr.edu)

From: Dan Jeske, *Vice Provost of Academic Personnel*

A handwritten signature in black ink, appearing to read "Dan Jeske".

Cc: Elizabeth Watkins, Provost and Executive Vice Chancellor
Academic Personnel Office
Academic Senate Office
Academic Personnel Directors

RE: Conflict of Commitment Obligations and Reminders

Dear Faculty Colleagues,

I write to you as a follow-up to my [communication to you on June 11, 2021](#), which reviewed and clarified the expectations of reporting Conflict of Commitment activities under [APM 025](#) and [APM 671](#). As we continue to work together in meeting our obligations under these policies, the issues around retroactive requests continue to arise. Under APM 025 and 671, Category 1 activity requests must have *prior approval* before you can engage in the activity. Recall that this is true irrespective of whether the proposed activity would occur during the academic year or during the summer.

Given the various steps of review in the process, faculty should submit their request **at least six weeks in advance**, in order to allow time for proper vetting and clarification, where needed. (Allow for **six to eight weeks** for activities that include a leave of absence, to be included with the request in UC OATS.) If inadequate notice time could not be helped, detailed information on the reason should be provided, so that reviewers can understand your circumstances.

Effective October 1, 2022, all requests that are submitted retroactively, or without adequate justification for not allowing sufficient time to complete the prior approval notice, will result in an informal warning being issued, even if the activity is approved. The warning will remind of the obligations for prior approval under the APM and the campus expectations around timely submissions. Subsequent failures to properly comply with the prior approval process will result in a referral to the Vice Provost of Administrative Resolution as a violation of APM 015, Section C.8.

As a general reminder, the University of California takes Conflict of Commitment and related concerns very seriously. Should additional concerns of [Conflict of Interest](#) or violations of other University Policies also become apparent, the case may be referred to RED or the Compliance Office for further review. Please note that it is the responsibility of the faculty member to work with RED or APO to assist in navigating the policies for both [Conflict of Interest \(RED\)](#) or [Conflict of Commitment \(APO\)](#) in advance of any potential outside activities.

If you have any immediate questions on the University's Conflict of Commitment policy, I highly recommend you first review the [FAQs](#) and the [Category I Prior Approval Checklist](#), and if these resources are insufficient, please feel free to reach out to your [Academic Personnel expert in your department or Dean's office](#), or to my office at academicpersonnel@ucr.edu.

Thank you for your time and attention on this matter.