Additional Instructions for participants in Health Sciences Compensation Plan

Faculty in the Health Sciences Compensation Plan (HSCP) must provide his or her department chair a signed annual report which describes and attests to the previous year’s outside compensated professional activities.

**General Description:** The report for each academic year is due by **August 1** of the following academic year. The form (HSCP & APM 025) will meet both the HSCP and the APM 025 reporting requirements. This annual report should include the following elements:

- Name and brief description of the entity to whom the service was provided (e.g., individual person, law firm, research company, agency, organization, or other);
- Brief description of the type of service performed;
- Description of the faculty member’s role or relationship to the entity (e.g., consultant, board member);
- Number of days spent in each activity during the prior fiscal year;
- Month in which the service was provided;
- An indication of either Category I or II.

**Guidance & Definitions**

1. **Compensated Outside Professional Activities.** *Compensated* refers to income, assets or capital, realized or having the potential to become realized. *Outside Professional Activities* are those activities that are within a faculty member’s area of professional, academic expertise and that advance or communicate that expertise through interaction with business, the community, or the public, or through consulting or professional opportunities.

2. **Uncompensated Time Spent in Outside Professional Activities.** The department chair may request and the faculty member shall be obliged to provide, additional information concerning uncompensated time related to outside professional activities. The information may be reported using the “Compensated Outside Professional Activities” form by identifying uncompensated time accordingly.

3. **Amount of Compensation.** The department chair may request, and the faculty member shall be obliged to provide, information regarding the specific person or entity to whom the services were provided and the dollar amount associated with each service.

4. **Purpose of the Department Chair’s Signature.** The chair’s signature affirms the following: The Report of Outside Professional Activity form was received and reviewed for completeness; Category I activities (if any) were pre-approved. Corrective actions should be implemented for time reports (days) that are above the annual limit and for unapproved Category I activities. The chair’s signature does not represent an independent verification as to the accuracy of the individual faculty member’s annual report.

5. **Category I Compensated Activities.** *Category I activities require prior authorization by your dean or vice chancellor.* These include: (1) Assuming an executive or managerial position outside the University (which does not include the Category II activities of serving on a board of directors of an outside entity or providing consulting services or engaging in professional practice through one’s own single member professional corporation or sole proprietorship); (2) submitting or administering, outside of the University, a grant that would ordinarily be conducted under the auspices of the University; (3) establishing an employment relationship as a salaried employee.
outside of the University; (4) teaching or research at another institution; and (5) engaging in other compensated activities which common sense and good judgment would indicate are likely to raise issues of conflict of commitment.

6. **Category II Compensated Activities.** Category II compensated activities include: (1) providing expert testimony in administrative, legislative, or judicial proceedings; (2) providing consulting services or engaging in professional practice as an individual or through one's own single member professional corporation or sole proprietorship; (3) serving on the board of directors of an outside entity; (4) providing a workshop for industry; and (5) undertaking outside professional activity not within Category I or Category III (as defined by APM 025).

7. **Category III Compensated Activities.** The following compensated activities are neither Category I or II activities and need not be included in the report (i.e., Category III). These activities are allowable and not counted within the 48-day limit and do not need to be reported annually: (1) Reviewing journal / book manuscripts, or grant or contract proposals; (2) attending and presenting talks at scholarly colloquia and conferences; (3) serving as a committee member or as an officer of a professional scholarly society; (4) accepting royalties, prizes, honoraria, University honoraria, administrative stipends, and income from a profession or activity unrelated to the training and experience that is the individual's qualification for University appointment, as determined by the department chair in consultation with the dean and VCHS.

8. **Number of Days (# Days).** Enter the approximate number of days you worked on each activity during the reporting period. A day is defined on a case by case basis, using common sense and customary practice. The University recognizes and supports the diverse hours and schedules of faculty members to accommodate teaching, research and creative work, University service, and University-related public service. You should exercise sound professional judgment, taking into account reasonable work schedules, when determining what constitutes a day of outside activity, and be prepared to provide, upon request from your chair, an explanation of the definition of "day" you used. The number of allowed annual days is: 48 days per fiscal-year appointees or 39 days for academic-year appointees.

9. **Description of Activity.** Briefly describe the work you performed.

10. **Nature of Relationship.** Use one or more of the following terms to describe your relationship to the entity identified in the last column, for which you performed the compensated outside professional activity: owner, board member, consultant, equity or royalty interest, stockholder or partnership interest, salaried employee, or other (which you should explain).

To review the policy: [http://academicaffairs.ucsd.edu/offices/apo/archive/APM/APM025.htm](http://academicaffairs.ucsd.edu/offices/apo/archive/APM/APM025.htm)
**ANNUAL REPORT OF OUTSIDE ACTIVITIES FOR UCSD HEALTH SCIENCES ACADEMIC APPOINTEES**

**REPORT OF CATEGORY I & II COMPENSATED OUTSIDE PROFESSIONAL ACTIVITIES**
FOR HEALTH SCIENCES ACADEMIC YEAR ENDING JUNE 30, _______ / DUE: AUGUST 1ST

*Instructions:* In accordance with the Health Sciences Compensation Plan (HSCP) and APM 025, this form must be filed each year by all faculty. If you did not engage in any Category I or II compensated outside professional activities during the identified academic year write “NONE” across the grid below. The report for each academic year is due by August 1 of the following academic year and must be provided to your primary department chair. *Upon the chair’s request, information regarding the specific person or entity to whom the services were provided and the dollar amount associated with each service may be requested.* Refer to the additional instructions for further guidance and definitions. Attach additional sheets as needed.

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<th>Faculty Member Name (Print)</th>
<th>Academic Title</th>
<th>Department</th>
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<tr>
<th>Category I or II</th>
<th># of Days</th>
<th>Description of Activity <em>(Briefly describe the work done.)</em></th>
<th>Nature of Relationship <em>(e.g., consultant, board member)</em></th>
<th>Name of Business / Agency / Group / Person / Organization For whom did you work?</th>
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<th>Total # of Days</th>
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<th>Faculty Member Signature</th>
<th>Date</th>
<th>Department Chair Signature</th>
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*Note:* The number of allowed days is 48 days per fiscal year (39 days for academic year appointees). The faculty member is responsible for the accuracy of the information provided on the APM-025 report. The chair’s signature does not represent an independent verification as to the accuracy of the individual faculty member’s annual report. The chair’s signature affirms the following:

- Report of Outside Professional Activity form was received and reviewed for completeness;
- Corrective actions should be implemented for time reports (days) that are above the annual limit and for unapproved Category I activities.