

June 28, 1995

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES**

Dear Colleagues:

Policy on Outside Professional Activities for Officers and Designated Staff

Enclosed is the Presidential Policy on Outside Professional Activities for University Officers and Designated Staff. This Policy, which is effective July 1, 1995, is intended to codify and clarify the longstanding practice of recognizing the benefit of outside professional activities, as long as the primary commitment of employees remains the fulfillment of regular University responsibilities. This Policy applies to Officers and other senior staff members and is consistent with actions taken at the March meeting of the Board of Regents.

Thank you for your advice and cooperation in the development of this Policy.

Cordially,

J. W. Peltason

Enclosure

cc: Members, President's Cabinet
Academic Council Chair Simmons
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents

See also Guidelines.

University of California
Office of the President
July 1, 1995

**Policy on Outside Professional Activities
for University Officers and Designated Staff**

The opportunity for employees to engage in outside professional activities is a privilege long recognized by the University. Longstanding University policies and practices, including Regents' Standing Orders, have recognized the value of contributions made by University employees to external educational and research institutions, not-for-profit professional associations, State and Federal government, and private sector organizations. Considerable benefit accrues to the University from such service, deriving from association of University leaders with business leaders and the exchange of ideas among them. Such associations are intended to create a broader and deeper understanding and awareness of the University of California and its value to the State and the nation as a provider of education, research, public service, and health care. Such service also provides a stimulus for economic development and enhanced economic competitiveness.

While professional activities outside the University are beneficial and are to be encouraged, the primary commitment of University of California employees shall remain the fulfillment of regular University responsibilities. Outside professional activities shall not be permitted to conflict with the commitment expressed in Regents' Standing Order 103.1(b) which provides that:

"No one in the service of the University shall devote to private purposes any portion of time due to the University nor shall any outside employment interfere with the performance of University duties. Arrangements for private employment by Officers, faculty members, or other employees of the University shall be subject to such regulations as the President may establish. "

I.

Applicability

Consistent with Regental policy, outside professional activities of University staff members at the executive level, including Officers of the University, shall be subject to the provisions of this Policy.

II.

Outside Professional Activities

Permissible outside professional activities include, but are not limited to, service on State or national commissions, government agencies and boards, committees or advisory groups to other universities, organizations established to further the interests of higher education, not-for-profit organizations, and service on corporate boards of directors.

Service on behalf of national commissions, government agencies and boards, advisory groups to other universities, and other nonprofit organizations is encouraged and may be undertaken during regular work time, subject to conditions established in University policy concerning receipt of honoraria and reimbursement for expenses incurred as stated in Section IV. below.

In the case of outside professional activities for which compensation is received, a University employee shall use accrued vacation leave when participating in outside professional services during the regular work week, consistent with personnel policy requirements.

For Officers of the University, Principal Officers of The Regents, Officers of The Regents, and other executives who hold an Academic Senate or other faculty title, outside professional activities shall also be subject to the time limits established in the President's Policy on Outside Employment of Faculty.

III.

Conflict of Interest

Participation in outside professional activities, including service on corporate boards, shall be in accordance with Regents' Standing Order 103.1(b) and shall not interfere with the performance of University duties.

University policies on conflict of interest in conformance with the State of California's Political Reform Act of 1974 are applicable to outside professional activities.

IV.

Receipt of Honoraria and Travel Reimbursement

Receipt of honoraria and travel reimbursement for expenses incurred in performing outside professional activities shall be in accordance with existing University policies and procedures, including but not limited to:

Executive Program Policy 8.J.

Academic Personnel Polices 025, 660, and 667

Business and Finance Bulletin: BUS-34

Business and Finance Bulletin: G-28

Accounting Manual D-371.35

Policy and Guidelines Regarding Acceptance of Gifts and Gratuities under California's Political Reform Act

V.

Approval Authority

Service for which compensation is received, including membership on a corporate board, shall be approved in advance and in writing by the immediate supervisor of the Officer of the University or staff member.

VI.

Reporting Requirements for Corporate Board Service

The Chancellors, Laboratory Directors, and the Senior Vice President--Business and Finance shall submit a report annually to the President, including the following information:

- a. name and title of the Officer of the University or other administrator covered by this Policy and the corporate entity for which service is performed;
- b. the general nature of each professional relationship;
- c. the term of each professional relationship; and
- d. the number of days spent during the fiscal year for such service.

Paid service on a corporate board by Officers of the University shall be reported annually to The Regents.

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SENIOR VICE PRESIDENT—
BUSINESS AND FINANCEOFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

September 11, 2000

CHANCELLORS
LABORATORY DIRECTORS
VICE PRESIDENTS
PRINCIPAL OFFICERS OF THE REGENTS

Annual Reports in Accordance with University Policy and Guidelines on Outside Professional Activities for Officers and Designated Staff

As you know, the Policy on Outside Professional Activities for University Officers and Designated Staff became effective on July 1, 1995. I am writing to request the annual campus report of compensated and uncompensated corporate board participation by you and other members of the Senior Management Group for the period July 1, 1999 through June 30, 2000. Revised implementing guidelines and a reporting format are attached.

The Policy on Outside Professional Activities for University Officers and Designated Staff applies to all senior management employees, including those who hold a title that confers membership in the Academic Senate and those who hold a concurrent academic appointment. The Academic Affairs Division has determined that those senior managers who hold concurrent academic appointments and disclose their outside professional activities as required by the attached policy need not complete additional reports under Academic Personnel Manual 025.

Reports will be summarized for the President's review. University Officers' corporate board service will be extracted from this summary and reported to The Regents.

Please submit your report for fiscal year 1999-00 by October 20, 2000 to:

Susan C. Mathews
Director, Senior Management Compensation
and Benefits
Human Resources and Benefits
University of California
1111 Franklin Street, 9th Fl.
Oakland, CA 94607-5200

If you have questions, contact Associate Vice President Judith Boyette at (510) 987-0301 or Director Susan Mathews at (510) 987-0299.

Joseph P. Mullinix
Senior Vice President

Attachments (Attachment, Attachment A, and Attachment B)

cc: President Atkinson
Provost King
Senior Vice President Darling
Senior Vice President Mullinix
Associate Vice President Boyette
Assistant Vice President Switkes
Special Assistant Gardner
Senior Management Group Coordinators