

September 5, 2025

### Guidelines on Outside Professional Activities – Category I

Office of the Vice Chancellor for Health Sciences

#### Overview

Faculty participation in outside professional activities must align with University of California policy to ensure these engagements do not interfere with University duties, present conflicts of interest, or undermine the integrity of the academic mission. UC Policy ([APM 671](#)) outlines the policies governing such activities for faculty who are members of the Health Sciences Compensation Plan (HSCP), particularly with respect to Category I activities, which require prior approval and disclosure, regardless of compensation.

To assist faculty in complying with APM 671, the following guidance highlights common areas of confusion or noncompliance and outlines expectations for disclosures and approvals.

#### Key Reminders and Requirements

- Outside Titles and Representation  
Outside entities may not use UC titles or imply UC affiliation in a way that suggests University endorsement or institutional involvement. Faculty must refrain from using their University title in a manner that could be interpreted as representing UC San Diego unless explicitly authorized. This includes titles in bios, promotional materials, or external websites.  
  
Faculty must disclose any current or pending honorary, visiting, adjunct, or other institutional appointment – whether compensated or uncompensated – at an outside institution of higher education, research institute, medical center affiliated with an outside institution of higher education, non-U.S. government entity or other external organization.  
  
New UCSD faculty appointees often require transitional appointments in order to complete research and teaching activities at former institutions. These continuing outside titles must be disclosed at the time of UCSD appointment along with plans for terminating these titles and transitioning long term activities through data use agreements and/or research contracts/agreements.  
  
Academic titles at outside institutions for purposes of research collaboration are generally not permitted. [Research collaboration](#) requiring such titles need to be negotiated through University service agreements/contracts.
- Founding or Co-Founding Roles  
Faculty who found or co-found a company are required to disclose this once in UC OATS and ensure that such activity is properly categorized and approved. However, if the founding role includes executive functions (e.g., CEO, CSO, CMO), these roles must be disclosed annually (regardless of when the initial activity was initiated), as they typically fall under Category I activities. Such positions should generally be temporary, particularly during early-stage development or startup formation. Faculty are encouraged to meet with the [Office of Innovation & Commercialization](#) to ensure appropriate plan and progress in transitioning from leadership roles is in place and documented.
- Executive and Leadership Roles  
Serving in executive roles (CMO, CEO, CFO, Head of Strategy, etc) for any outside entity —regardless of compensation—is considered a Category I activity and requires prior approval and annual disclosure in UC OATS. These roles must be carefully evaluated to ensure they do not conflict with faculty responsibilities or compromise the University's interests and are assessed annually for progress towards transitioning these roles and are generally not approved beyond 5 years. Long term executive activities should be contracted through the University using formal service agreements or faculty should consider reducing University effort below 50% to comply with [APM 671](#) and [025](#).
- Outside Clinical Activities  
Independent clinical activities outside the scope of University employment are strictly prohibited under APM 671 (e.g. moonlighting, telemedicine/remote work for non UCSD contracted groups, etc). All clinical activities conducted by UC Faculty must be conducted under a formal UC-approved [service agreement](#). Faculty wishing to conduct outside clinical activities must have the Departmental

Administrative office submit a formal request to the contracting office and all payments are due to the HSCP for assessments prior to distribution to individual faculty.

- Time Commitment and Compensation

Engagement in outside professional activities must not exceed the time limits set forth by APM 671 (48 days or 384 hours annually) regardless of when the activities occur (e.g. activities during nights, weekends and vacation). All associated time and income must be reported annually in the OATS system in accordance with policy. For earnings exceeding \$40,000 or 40% of base salary/APU 0 (whichever is higher) will be assessed administrative fees by the Department/Division, Dean, VCHS and UC Regents. For additional information on assessment rates, payment processes and due dates please refer to the Vice Chancellor Health Sciences Office or School of Medicine Business Affairs Office. Assessments may be subject to change annually. Compensation in the form of stock and/or stock options (executed or not) must also be reported upon receipt with estimated valuations.

### Ongoing Disclosure Obligations

Faculty must:

- Use the [UC OATS system](#) for annual disclosure and approval of outside activities.
- Adhere to annual reporting timelines; November 1 each year, covering the reporting period of July 1 through June 30 of the preceding year.
- Distinguish between Category I (prior approval required along with time and income) and Category II (time and income disclosure required) activities.
- Seek advance approval before initiating any new Category I activities.

### Violations

Violations of these guidelines may result in referral to the relevant School, Health Sciences and/or Campus authorities for review under applicable policies, including those related to faculty conduct, compliance, and HSCP participation.

### Additional Resources

For questions regarding whether an activity qualifies as a Category I activity, or whether executive or clinical roles are permissible, please contact the Office of Health Sciences Academic Affairs at [vchspolicy@health.ucsd.edu](mailto:vchspolicy@health.ucsd.edu).