Monitoring APM 025 Annual Reports

Overview
- Department managers review the Annual Reports of faculty in the department.
- Department chairs sign-off on (approve) the Annual Reports of faculty in the department.
- Divisional Coordinators review the Annual Reports of department chairs and divisional appointees.
- Academic deans review and sign-off on (approve) the Annual Reports of department chairs and divisional appointees.

All senate (includes LSOE titles) and adjunct faculty, who held a base appointment of 50% or greater during the reporting year (previous fiscal year), are required to submit (via OATS) an APM 025 Annual Report of Outside Professional Activities.

Department and Division Faculty Required to Submit a Report
If you need to confirm the faculty in your department or division that are required to submit a report:
- Log into OATS https://ucsc.ucoats.org
- Click to annual reporting year (previous fiscal year)
- Click on the "All Faculty" tab. If needed, refer to OATS Workspace Overview – Faculty

Note: If a faculty member on your list has **SC1000 - UC Santa Cruz** as the department, APO will contact them directly. These faculty members served as an Acting Dean or a 100% Faculty Administrator during the reporting period. They are subject to additional reporting requirements and the VPAA will review and sign their Annual Report. (Reporting will still be managed via OATS.)

Monitoring Annual Reports in Your Department or Division
1. Log into OATS https://ucsc.ucoats.org
2. Click to the annual reporting year
3. Click on ANNUAL CERTIFICATIONS
- An overview for seeing what forms are approved, in process, and not submitted is available at the OATS Annual Certification Reports page
4. Follow-up with faculty who have not submitted their Annual Report.
    - Faculty on an approved medical leave are allowed to submit their report (via OATS) upon return from leave.
    - All faculty covered by APM 025 during the reporting period who are either in residence or on a non-medical leave are required to submit a report by the due date.