

## UCSD School of Medicine

### Category I Pre-Approval

Eligible faculty in the School of Medicine who anticipate Category I involvement in the coming academic year must prepare a *Request for Approval of Category I Activity* form and submit it to their department chair(s) for review and approval. This policy applies to salaried full-time and part-time faculty members, including Academic Deans, Provosts and Vice Chancellors. It does not apply to Unit 18 Lecturers, Research/Project Scientists, Specialists, and Academic Coordinators/Administrators.

The department chair reviews Category I requests based on the established criteria, makes a recommendation for either approval or disapproval, and forwards the request to the Associate Dean for Academic Affairs. The request includes both 1) the *Prior Approval for Compensated Outside Professional Activities (Category I)* form and 2) an accompanying memo describing the activity and justification for allowing the faculty member to engage in the Category I activity.

The Associate Dean for Academic Affairs reviews the Category I request based on the established criteria and the department chair's recommendation and forwards the request to the Health Sciences Compliance Advisory Group. The Compliance Advisory Group notifies the Associate Dean for Academic Affairs, the faculty member, and the department chair of its approval or disapproval of the request.

After action by the Compliance Advisory Group, requests and related correspondence on Category I activities are maintained in the office of the Associate Dean for Academic Affairs and copies are filed in the faculty member's official record.

If a request for participating in a Category I activity involves a partial or full leave of absence, the *Academic Leave of Absence/Sabbatical* form must be submitted to the department chair along with the request. The leave request and request for Category I pre-approval will be processed concurrently.