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| **Section I: Candidate Information (Completed by Department AP Contact)** |
| **Last Name, First Name, MI:**  |       |
| **Department:** |       |
| **Rank/Title/Step:** |       |
| **Salary** |       | **Next Review Due:** |       |
| **Hire Date** |       | **Clock Ends:** |       |
| **Required Exception Request Components:**  |
| * Policy Exception Request Summary Form (This form)
	+ Click [here](https://aps.ucsd.edu/tools/reqvarapactions.html#Policy-Exception-Requests) for additional information/guidance
* Candidate’s request memo/Family Accommodation Reporting (FAR) Form/ Academic Leave of Absence/Sabbatical (ALAS) form/APM 025 Prior Approval for Category I Outside Activities form
	+ Other candidate supporting documents (If applicable)
* Endorsement of the candidate’s request by the department chair via memo or via endorsement signatures on the candidate’s request memo/ FAR form/ALAS form/APM 025 form
* Endorsement of candidate’s request by the Dean via memo or via endorsement signatures on the candidate’s request memo/ FAR form/ALAS form/APM 025 form

***Policy Exception requests are EVC and/or Chancellor Authority*** |
| **Section II: Exception Request Details (Completed by Department AP Contact)** |
| **i. List applicable policies to which an exception is being requested (Ex: APM, PPM…etc.):** | **-**      |
| **-**      |
| **-**      |
| **-**      |
| **-**      |
| **-**      |
| **-**      |
| **-**      |
| **APM 025 Conflict of Interest and Outside Activities:** |
| **i.** Does this request include an exception to APM 025 – Conflict of Commitment and Outside Activities? |
| * **YES** – Answer question **ii**.
 |
| * **NO** - Complete the Exception Request Summary.
 |
| **ii.** Was the Conflict of Interest Office (COI) consulted? |
| * **YES,** COI consulted – What was the outcome? [ ]  **Approved** **[ ]  Denied** **[ ]  In Process**
 |
| * **NO,** COI not consulted - Explain why in the Exception Request Summary.
 |
| **Exception Request Summary:**  |
| Provide a 5 to 7 sentence summary of the requested exception to include specific policy citations, historical background, mitigating circumstances, justification of late/retroactive requests, and urgency concerns. |

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| **Section III: Background and Analysis (to be completed by APS)** |
| **Background:** |
|       |
| **Policy Reference:** |
|       |
| **Notes:** |
|       |
| **Precedent:** |
|       |

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| **Section IV: Approval Recommendation (to be completed by APS)** |
| **Recommendation:** |
|       |

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| **Section V: Approvals** |
|  | **Approve** | **Disapproved** |
| **Department:** |       |       |
| **Dean/AVC:** |       |       |
| **EVC:** |       |       |