|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. | | | | |

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

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

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