

<ul style="list-style-type: none"> • SMG EE = Senior Management Group Employee • EA = Executive Assistant 	UCSF Outside Professional Activities Approval Signatures – Routing Steps/Process 9/5/19						
SMG EE Name	Direct Report to...	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6
Arnett, Jennifer Ha, Won Jenny, Paul King Jr., Talmadge Laret, Mark Lowenstein, Dan Navarro, J. Renee Schnetzler, Greta Vega, Francesca	<ul style="list-style-type: none"> • Hawgood, Sam (Chancellor) 	<p><i>Employee Request</i></p> <p>SMG EE:</p> <ul style="list-style-type: none"> • Discusses planned OPAs with Chancellor Hawgood • Completes all fields on pre-approval form for each activity, signs, and dates form • For <u>compensated</u> activities... <ul style="list-style-type: none"> – Ensures there are <u>two or fewer compensated OPAs</u> (two is the maximum for compensated). – Completes/signs/dates “Detailed Information Form” for each compensated activity. – <u>Compensated activities require vacation usage (less than whole-day increments okay).</u> • Anytime there is a new OPA, this pre-approval process must be followed. • Throughout year, enters OPA time in HBS for both compensated (vacation usage) and uncompensated OPAs. 	<p><i>1st Level Approval (Chancellor)</i></p> <p>SMG EE/SMG EE EA:</p> <ul style="list-style-type: none"> • SMG EE or SMG EE EA emails pdf version of signed pre-approval form to Joanne Fraysse-Gordon for 1st level signed approval by Chancellor Hawgood. • In email, includes confirmation that OPAs on pre-approval form have been discussed with Chancellor Hawgood. • Throughout the year, ensures OPAs are entered into HBS (compensated and uncompensated), including descriptive OPA notes. Compensated activities require vacation usage. • Throughout year, tracks OPA business and non-business hours. • SMG EE EA - Is on alert for new OPAs appearing on SMG EE’s calendar requiring pre-approval. 	<p><i>1st Level Approval (Chancellor)</i></p> <p>Joanne:</p> <ul style="list-style-type: none"> • Joanne reviews pre-approval form for completion of all fields and compliance with SMG OPA policies/procedures. • Emails pdf version of signed form to Brenda Gee to obtain Chancellor Hawgood’s approval signature (1st level approval). 	<p><i>1st Level Approval (Chancellor)</i></p> <p>Brenda:</p> <ul style="list-style-type: none"> • Secures Chancellor Hawgood’s signature (1st level approval). • Emails pdf version of signed form back to Joanne Fraysse-Gordon who will obtain President Napolitano’s approval signature (2nd level approval). 	<p><i>2nd Level Approval (President)</i></p> <p>Joanne:</p> <ul style="list-style-type: none"> • Prepares Presidential Decision Memo, under Vice President-Systemwide HR’s signature, to obtain President Napolitano’s approval signature (2nd level approval). • Emails documents to Office of the President-SMG OPA Coordinator. 	<p><i>Approved Request</i></p> <p>Joanne:</p> <ul style="list-style-type: none"> • Once approval is received from OP, provides pdf copy of approval to SMG EE/SMG EE EA. • Files approval copy in SMG EE’s “Box” folder. • Conducts quarterly check-ins with SMG EEs/SMG EE EAs to ensure OPAs are being tracked in HBS and all new OPAs have pre-approval. • Prepares annual UCSF OPA report (Jan-April). Submits report to OP OPA Coordinator for inclusion in systemwide report to the Regents each summer.

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<p>Vice Chancellor/Chief Financial Officer</p> <p>Adler, Josh Anderson, Mike Antrum, Sheila Iyer, Raju</p> <p>Criswell, Lindsey Selick, Barry Shaffer, Chris</p>	<ul style="list-style-type: none"> • Jenny, Paul (SVC-F&A) EAs=Stephanie Mackler, Todd Paulsen • Laret, Mark (President/ CEO) EA=Ailish McVeigh • Lowenstein, Dan (EVCP) EA=Josipa Majic 	<p><i>Employee Request</i></p> <p>SMG EE:</p> <ul style="list-style-type: none"> • Discusses planned OPAs with SMG supervisor • Completes all fields on pre-approval form for each activity, signs, and dates form • For <u>compensated</u> activities... <ul style="list-style-type: none"> – Ensures there are <u>two or fewer compensated OPAs</u> (two is the maximum for compensated). – Completes/signs/dates “Detailed Information Form” for each compensated activity. – <u>Compensated activities require vacation usage (less than whole-day increments okay).</u> • Anytime there is a new OPA, this pre-approval process must be followed. • Throughout year, enters OPA time in HBS for both compensated (vacation usage) and uncompensated OPAs. 	<p><i>1st Level Approval (Supervisor)</i></p> <p>SMG EE/SMG EE EA:</p> <ul style="list-style-type: none"> • SMG EE or SMG EE EA emails pdf version of signed pre-approval form to supervisor and supervisor’s EA for 1st level signed supervisor approval. • In email, includes confirmation that OPAs on pre-approval form have been discussed with supervisor. • Throughout the year, ensures OPAs are entered into HBS (compensated and uncompensated), including descriptive OPA notes. Compensated activities require vacation usage. • Throughout year, tracks OPA business and non-business hours. • Is on alert for new OPAs appearing on SMG EE’s calendar requiring pre-approval. 	<p><i>1st Level Approval (Supervisor)</i></p> <p>SMG Supervisor and SMG Supervisor’s EA:</p> <ul style="list-style-type: none"> • Reviews pre-approval form for completion of all fields. • SMG supervisor signs pre-approval form (1st level approval: Paul Jenny, Mark Laret, or Dan Lowenstein). • SMG Supervisor’s EA emails pdf version of signed form to Joanne Fraysse-Gordon to obtain Chancellor Hawgood’s approval signature (2nd level approval). 	<p><i>2nd Level Approval (Chancellor)</i></p> <p>Joanne:</p> <ul style="list-style-type: none"> • Reviews pre-approval form for completion of all fields and compliance with SMG OPA policies/procedures. • Emails pdf version of form to Brenda Gee to obtain Chancellor Hawgood’s approval signature (2nd level approval). 	<p><i>2nd Level Approval (Chancellor)</i></p> <p>Brenda:</p> <ul style="list-style-type: none"> • Secures Chancellor Hawgood’s signature (2nd level approval). • Emails pdf version of signed form back to Joanne Fraysse-Gordon. 	<p><i>Approved Request</i></p> <p>Joanne:</p> <ul style="list-style-type: none"> • Once approval is received from OP, provides pdf copy of approval to SMG EE/SMG EE EA. • Files approval copy in SMG EE’s “Box” folder. • Conducts quarterly check-ins with SMG EEs/ SMG EE EAs to ensure OPAs are being tracked in HBS and all new OPAs have pre-approval. • Prepares annual UCSF OPA report (Jan-April). Submits report to OP OPA Coordinator for inclusion in systemwide report to the Regents each summer.

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SMG EE Name	Direct Report to...	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6
Hawgood, Sam	Napolitano, Janet (UC President)	<p>Employee Request</p> <p>Sam:</p> <ul style="list-style-type: none"> • Discusses planned OPAs with UC President Napolitano • Completes all fields on pre-approval form for each activity, signs, and dates form • For <u>compensated</u> activities... <ul style="list-style-type: none"> – Ensures there are <u>two or fewer compensated OPAs</u> (two is the maximum for compensated). – Completes/signs/dates “Detailed Information Form” for each compensated activity. – <u>Compensated activities require vacation usage (less than whole-day increments okay).</u> • Anytime there is a new OPA, this pre-approval process must be followed. • Throughout year, enters OPA time in HBS for both compensated (vacation usage) and uncompensated OPAs. 	<p>1st Level Approval (President)</p> <p>Sam/Cal:</p> <ul style="list-style-type: none"> • Emails pdf version of signed pre-approval form to Joanne Fraysse-Gordon for 1st level signed approval by UC President Napolitano. • In email, includes confirmation that OPAs on pre-approval form have been discussed with President Napolitano. • Throughout year, ensures OPAs are entered into HBS (compensated and uncompensated), including descriptive OPA notes. Compensated activities require vacation usage. • Throughout year, tracks business and non-business hours. • Cal - Is on alert for new OPAs appearing on Sam’s calendar requiring pre-approval. 	<p>1st & 2nd Level Approvals (President and Regents)</p> <p>Joanne:</p> <ul style="list-style-type: none"> • Reviews pre-approval form for completion of all fields and compliance with SMG OPA policies/procedures. • Prepares Presidential Decision Memo, under Vice President-Systemwide HR’s signature, to obtain President Napolitano’s approval signature (1st level approval). • Prepares Regents Item (2nd level approval). • Emails documents to Office of the President-SMG OPA Coordinator. 	<p>Approved Request</p> <p>Joanne:</p> <ul style="list-style-type: none"> • Once approval is received from OP, provides pdf copy of approval to Sam and Cal. • Files approval copy in Sam’s “Box” folder. • Conducts quarterly check-ins Sam/Cal to ensure OPAs are being tracked in HBS and all new OPAs have pre-approval. • Prepares annual UCSF OPA report (Jan-April). Submits report to OP OPA Coordinator for inclusion in systemwide report to the Regents each summer. 	NA	NA