

Annual Report on Outside Professional Activity and Continuing Education

This form is to be submitted annually by faculty members who are required to report on outside professional activity or continuing education under the university's policies concerning outside professional activity and employment, research, and continuing education.

Name (Last, First):

Academic Rank/Title:

Employee ID:

College:

Department:

Reporting Period*:

*Beginning and ending dates of contractual obligation

**List Activities in Approximate Chronological Order
(extend on supplemental sheet, if necessary)**

Start Date	Organization sponsoring or receiving the service	Number of Days					Compensation beyond expenses
		OC	OA Comp	OA Clinical Practice	OA Uncomp	Other (specify)	

Faculty Member: _____
Signature

_____ Date

Chair: _____
Signature

_____ Date

Dean: _____
Signature

_____ Date

Submit original request to Dean's Office. The approved original form will be returned to the appropriate Department Chair for record retention.