



OUTSIDE PROFESSIONAL SERVICE REPORT
THE UNIVERSITY OF TOLEDO

The University of Toledo policy on Outside Professional Service and Supplemental Compensation as approved by the Board of Trustees on June 14, 1978, requires that a faculty member who considers “engaging in professional service for compensation must report such service to his/her department chairman.” Once signed by the faculty member and department chairman, the report is to be forwarded to the college dean and then to the Provost and Executive Vice President for Academic Affairs with a copy being retained by the department chairman and the faculty member. Each faculty member is to read the policy which is contained within the Collective Bargaining Agreement or the Faculty Rules and Regulations.

This report is due at the beginning of each academic year and covers any outside professional service which occurs “during any specific contract period, academic year, summer and/or special appointment.” Any outside professional service which occurs after the filing of the initial report should be reported by filing an additional report.

OUTSIDE PROFESSIONAL SERVICE REPORT

ACADEMIC YEAR	FACULTY (Last)	(First)	(Middle)
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- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Professor | <input type="checkbox"/> Associate Professor | <input type="checkbox"/> Assistant Professor | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Senior Lecturer | <input type="checkbox"/> Associate Lecturer | <input type="checkbox"/> Lecturer | |

DEPARTMENT	COLLEGE
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DESCRIPTION OF ACTIVITY (Please file a separate report for each activity)

Expect or Actual Dates _____ % of Time _____

Check the following as applicable:

The University name ; equipment ; facilities is/are used in my performance of services as described above.

I have ; have not obtained proper authorization to use the University name and/or equipment and/or facilities for this activity.

Faculty Signature: _____ Date: _____

Chairperson’s Signature: _____ Date: _____

Dean’s Signature: _____ Date: _____