



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 department chairman." A copy of the report is to be forwarded to the college dean and the Vice President for Academic Affairs with a copy being retained by the department chairman and the faculty member respectively. Each faculty member is to read the policy which is on the reverse side.

The report is due at the beginning of each academic year and covers any outside professional service which occurs "during any specified 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.

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ACADEMIC YEAR		FACULTY		
<input type="checkbox"/> Prof.	<input type="checkbox"/> Assoc. Prof.	(Last)	(First)	(Middle)
<input type="checkbox"/> Adj. Prof.	<input type="checkbox"/> Adj. Assoc. Prof.	<input type="checkbox"/> Asst. Prof.	<input type="checkbox"/> Instructor	<input type="checkbox"/> Adj. Instructor

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

Expected 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.

I have ; have not made arrangements to pay for use of the University name and/or equipment and/or facilities.

Faculty Signature: _____ Date: _____

Chairperson's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____