

Virginia Commonwealth University
Report on Outside Professional Activity
and Continuing Education

(This form is to be submitted at the end of the contractual year for a faculty member's engagement in outside professional activity and continuing education as required by the university's policies concerning outside professional activity and employment, research, and continuing education.)

Name and rank _____

Reporting period _____
(beginning and ending dates of faculty member's contractual obligation to VCU)

Department _____ School _____

List Activities in Approximate
Chronological Order

| Organization | Activity or Service | Number of Days |
|---------------------|----------------------------|-----------------------|
|---------------------|----------------------------|-----------------------|

Extend on supplementary sheet if necessary

Faculty member's signature _____ Date _____

Submit in triplicate: **Original** in Dean's files **Copy** returned to faculty member **Copy** returned to Department Chair