

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
External Professional Activities for Pay Report Form
SCP-2562.A

Instructions: In accordance with SCP-2562, *External Professional Activities of Faculty and Other Professional Staff*, this form must be completed each year by all full-time faculty and professional staff employees. Complete all parts of the form. If you did not engage in external professional activities for pay for the fiscal year specified, write "NONE" across the grid below. Please report all paid activity/employment, including planned activity/employment, for the fiscal year. The report for each fiscal year is due to the Office of Human Resources by August 31. If you intend to engage in paid professional activity, this form is to be completed no less than ten days before the proposed external professional activity for which pay is to begin.

Employee Name: _____ Title: _____

Department/Unit: _____ Fiscal Year: _____

Dates From/To	Name of Business/ Agency/Group/ Organization/Person	Hours Worked Per Week	Days Worked Per Week/Schedule	Explanation: Nature of Activity and General Description of Business/ Agency/Group/Organization/Person

Employee Signature and Printed Name: _____ Date: _____

I have reviewed the above activities for compliance with SCP- 2562, *External Professional Activities of Faculty and Other Professional Staff*

Supervisor Signature: _____ Date: _____

Director of Human Resources Signature: _____ Date: _____