

**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: \_\_\_\_\_