2006 Annual Report on Outside Professional Activities

The University requires all full-time faculty and full-time exempt staff to complete an annual report on outside professional activities. This year, both faculty and exempt staff will complete the report on-line. Instructions for faculty, exempt staff and unit heads, as well as access to the on-line report are located at http://www.president.umd.edu/reports. The report covers activities between January 1, 2006 and December 31, 2006.

Paid Professional Service to Maryland State Agencies

- All paid professional services to Maryland State Government Agencies requires prior advanced permission.
- Maryland Government Agencies are State of Maryland governmental agencies or units, **including other USM institutions**. They **are not** city, county, other state or federal government agencies.
- Except for teaching at other USM institutions, the Request to Conduct Paid Professional Service for Maryland State Agency is submitted to the unit head, who forwards it to the the President's Representative (For faculty this is the Provost and for staff it is the Director of Human Resources).

Teaching at Other Institutions

Per USM 43.0 II-3.20- Policy On Teaching Outside the Home Institution By Full-Time Faculty, a full-time faculty member, with the written permission of the President (or designee) of his or her institution, may teach a maximum of two courses at another institution for extra compensation during the individual's contract year.

- Faculty who plan to **teach for a USM institution** should complete the Request to Conduct Paid Professional Service for Maryland State Agency.
- Faculty who plan to teach for another institution should submit a letter of request to their unit head, who forwards it through the Dean to the Associate Provost for Faculty Affairs.