

## PROFESSIONAL ACTIVITIES REPORT FORM

This form is due to the Human Resources Department *by the last Friday of August*. The original document must be filed with the Human Resources Department. A copy of the form should be kept by the college and the faculty member.

**Name:**

**College:**

**For the period: August \_\_, 201\_\_ through August \_\_, 201\_\_**

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*Please indicate your contributions to Olivet University in the following categories:  
Instructional Activity, Professional Competence and Scholarly Teaching, Service to the  
University. Attach additional sheets as needed.*

### INSTRUCTIONAL ACTIVITY

Accomplishments in instruction, curricular development, program development, Individualized and extended degree instruction (independent studies, graduate committees and theses, etc.), new instructional techniques and/or materials:

### PROFESSIONAL COMPETENCE AND SCHOLARLY ACTIVITY

Professional accomplishments and development and student advisement (Publications, manuscripts, reports, performances, recitals, exhibitions, manuals, other creative work, research, additional study, conference participation, attendance at meetings, professional organizations, organizing or participating in panels or workshops, etc.):

**SERVICE TO THE UNIVERSITY:**

Special projects, administrative duties, committee work, etc.:

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

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Received in Human Resources by:

Human Resources \_\_\_\_\_

Date \_\_\_\_\_