

Form B – Annual Reporting of Engagement in External Remunerative Employment Activities

Please complete the appropriate sections, sign and return to the Chair on or before March 31, 2022.

- For the period, January 1, _____ to December 31, _____, I did **not** engage in external remunerative activities.

OR

- For the period, January 1, _____ to December 31, _____, I engaged in external remunerative activities as follows:

<i>Name and Location of Client(s)</i>	<i>Description of Duties/Activities</i>	<i>Dates of involvement (if activity is ongoing, prior permission from the Dean is required)</i>	<i>Estimate Total Number of Days</i>

Estimated Time Involved (working days): _____

For the external remunerative activities noted above, I confirm that I have conducted my activities in accordance with Article 9 (Employment in External Remunerative Activities) of the Collective Agreement between the University and the University of Guelph Faculty Association.

For the external remunerative activities noted above, I confirm there was no unapproved use of University facilities and/or resources associated with these activities except for the library and/or a private office unless written approval of the Dean was obtained (attach relevant approval, if any).

I have reimbursed the University for resources used in these activities such as computer time, laboratory equipment and supplies, telephone calls, secretarial services, reproduction services and outside mail services (if any).

I may identify myself as a faculty member of the University of Guelph in these activities. I will not indicate or create the perception that I represent the University of Guelph in these activities without written permission of the Provost and Vice-President (Academic) or designate.

_____ Faculty Member (printed)	_____ Faculty Member Signature	_____ Date
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_____ Department Chair (printed)	_____ Signature	_____ Date
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_____ Dean (printed)	_____ Signature	_____ Date
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