

**Drake University  
College of Pharmacy and Health Sciences  
Professional Activities Reporting Form**

Per policy approved by the Drake University Faculty Senate and published in the Drake University Faculty Manual (Section 5.26), it is the obligation of each faculty member to keep their Dean and department chair informed about all outside professional activities. In an effort to help faculty keep their department chairs informed, we have created the following form. Please note that this is **NOT** an approval form. This form is simply a way to allow faculty to keep their department chairs informed of their professional activities.

Please use this form to inform us of your roles in professional organizations that require either (1) additional support from the CPHS beyond your professional development funds or (2) require you to be away from your CPHS duties for periods of time (e.g., more than attending an Annual Meeting or conference). Roles in organizations that do not have an impact on the college budget or your time at CPHS do not need to be reported on this form.

We would also like you to inform us of professional employment you perform outside of your CPHS responsibilities, such as working as a pharmacist, working as a researcher, and self-employment.

**Please note that while consulting activities do not need to be included on this form, every instance of consulting needs to be approved by your chair and the Dean in advance of the activity by using the CPHS Consulting Approval Form. Also note that any faculty member desiring to teach courses at another institution concurrent with their contract at Drake must have the permission of both the Dean and the Provost.**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Year: \_\_\_\_\_

A. Roles in Professional Organizations

Organization

Role

Days of Service  
per Year

B. Professional Employment Performed Outside of Drake

Employer

Type of Work

Days of Work  
per Month

