**Form for annual reporting of secondary employment**

Employees employed in scientific posts at associate professor level or above, as well as the rectorate, deans, heads of faculty secretariat, heads of department, directors, deputy directors and area managers must report the following secondary employment or activities upon commencement of the secondary employment or activities and in each following year to their immediate superior. Associate professors and professors must report any secondary employment to the head of department.

* Employment at other public or private undertaking, including own business
* Duties or activities on commissions, boards, councils, associations, foundations, committees or expert groups, to which the employee has not appointed by the University of Southern Denmark.
* Long-term teaching commitments at other institutions
* Advisor/Consultant to private or public enterprises

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| **Name:** |  |
| **Birthdate:** |  |
| **Position:** |  |
| **Unit (Faculty/Department)** |  |
| **Date:** |  |

The description of the secondary employment must be sufficiently complete to enable a full assessment of whether or not the secondary employment is compatible with the main post at the University of Southern Denmark.

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| **Secondary employment** | **Description of secondary employment, its extent and its temporal and physical location.** |
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