

Date: December 4, 2007

To: Full-Time Tenured/Tenure-track Faculty

From: Ernest Rose, Ph.D.
Sr. Vice President and Chief Academic Officer

Subject: Faculty Service Reports – Calendar Year 2007

Dear Colleagues,

You can find the Faculty Service Report on **ManeGate** under the ***Academic Affairs News*** tab. The Academic Division section will direct you to the 2007 FSR form and instructions for its completion. *As you know, the form was modified two years ago to encourage you to describe your initiatives in each area as they relate to the LMU Mission and Identity and commitment to Diversity.*

If you have any trouble accessing the forms on ManeGate please call the Administrative Assistant in your Dean's Office to help you with the form.

Thank you.

MEMORANDUM

DATE: December 4, 2007

To: Full-Time Tenured/Tenure-Track Faculty

FROM: Ernest Rose, Ph.D.
Sr. Vice President and Chief Academic Officer

SUBJECT: **Faculty Service Reports - Calendar Year 2007**

Enclosed please find your **Faculty Service Report** form for the calendar year 2007. This form is intended to help you document your achievements during the past year and, when completed, will provide the basis of your evaluation by your Chair and Dean. **Faculty may also receive a specific reporting format required by their Dean.**

The evaluation includes an appraisal of your teaching, advising, scholarship and/or creative works, and service. Each Department Chairperson and Dean will evaluate the faculty member's total contribution. This exercise should provide an opportunity for you to reflect upon your total contribution to the University, your peers, and your discipline or field during the year, and to consider any areas where you would like to increase your involvement.

A specific timetable follows to inform your completion of the report for discussion with your Chair. Please be sure to meet the specific dates in the timetable, so we can prepare the 2008-2009 contracts on schedule.

January 28, 2008

Completed Faculty Service Report due to your Chair.

January 28 – February 8, 2008

Meet with your Chair to discuss your report. The Chair's written evaluation, which must address both strengths and weaknesses, should be discussed at that time; after the discussion, the report and written evaluation are forwarded to the Dean.

February 8 – February 22, 2008

The Chairs will meet with their Deans to discuss each member of their Departments. The Dean arrives at his or her evaluation and ranking in conjunction with the Chairs.

The "transparency" rule will apply to all merit recommendations. More specifically, the Chairs will notify their departmental colleagues of their merit recommendations to their Deans who, in turn, will notify the Chairs concerned should their merit recommendations to the CAO be different. In such instances, the appropriate Chair will inform the faculty member concerned of the change made by his or her Dean. The CAO's merit decisions will be communicated to the Deans who in turn will communicate them to their respective Chairs. The Chairs will inform their departmental colleagues of the CAO's final decision on merit distribution.

ER:bv

TEACHING/ADVISING

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Keeping in mind that outstanding teaching and advising are highly regarded functions of a faculty member at Loyola Marymount University, please describe your activities in these areas.

You may wish to include a description of any new courses you have developed or any major revisions in existing courses, including elements relating to LMU's Mission and Identity and our commitment to diversity. Additionally, please include all work you have done to develop learning outcomes in your courses and methods to assess those outcomes.

You are encouraged to describe your method(s) of teaching, methods of evaluating effectiveness in the classroom, and any unusual advising, involvement or approaches, including extended hours spent with students on special issues or projects.

SCHOLARSHIP/RESEARCH/CREATIVE WORKS

Faculty at Loyola Marymount University are expected to engage in scholarly and/or creative works as defined in the Faculty Handbook, Revised Edition 1999. Please review page 21 of the Handbook for a description of the wide range of activities that fall under this heading.

A. Work Completed in 2007:

Books and articles that have actually been published in scholarly or professional journals and papers that have been presented to scholarly audiences in 2007 should be included in this section. Creative works that have been produced, performed, or exhibited in 2007 should also be included.

B. Work in Progress:

C: Involvement of Peers or Students in Scholarly or Creative Activities:

D. Interaction of Scholarly or Creative Activities in your Teaching:

SERVICE

Keeping in mind that a university can function only if members of the academic community collaboratively work to accomplish the institution's ideals and objectives and demonstrate an appropriate and continuous concern for its affairs, describe your involvement during the past year in university and college committees and special taskforces. Wherever possible describe how your service has contributed to the LMU Mission and Identity and our commitment to diversity. Please include service within your department and to the wider community. Additionally, please describe your service to professional organizations and associations in California, regionally, nationally, and internationally.