

**DATE:** November 15, 2016

**TO:** Full-Time Tenured/Tenure-Track Faculty

**FROM:** Joseph B. Hellige  
Executive Vice President and Provost

**SUBJECT:** **Faculty Service Report - Calendar Year 2016**

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Below please find your Faculty Service Report form for the calendar year 2016. This form is also available at <http://academics.lmu.edu/provost/resources/facultyresources/>. 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 Chair and Dean will evaluate the faculty member's total contribution. This will provide an opportunity for you to reflect upon your total contribution to the University, among your peers, and within 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 meet the specific dates in the timetable, to allow preparation of the 2017-18 contracts on schedule.

- **February 3, 2017:** Completed Faculty Service Report due to your Chair.
- **February 6 – March 3, 2017:** "The department Chair will meet privately with each member of the faculty to review services through the past year. At this meeting the department Chair will discuss the faculty member's self-evaluation and service as described in the Faculty Service Report. The department Chair will comment on the faculty member's overall performance. No determination as to merit is to be made at this meeting. Merit recommendations will be made only after the review of all department faculty." (Faculty Handbook, 2016, III. C. b.)

Following the meeting with an individual faculty member, the department Chair will provide the faculty member with a written report and evaluation (if that has not already been done prior to or during the meeting) and forward a copy to the Dean.

Once the department Chair has met with all department faculty, the Chair will provide each faculty member with a separate letter indicating the Chair's merit recommendation.

- **February 3 – March 30, 2017:** "The department Chair will meet with the Dean and discuss the evaluation and ranking for each member of the department and the merit recommendation to be made to the Provost." (Faculty Handbook, 2016, III. C. c.)

"The Dean will review the recommendation of all department Chairs and will recommend the amount of merit to be given to each member of the faculty." (Faculty Handbook,

2016, III. C. d.) If the Dean's recommendation to the Provost differs from the Chair's recommendation, the Dean must notify the faculty member in writing before making a recommendation to the Provost.

Please note that the merit and evaluation process for CY 2016 is governed by the [Faculty Senate Statement Teaching/Advising, Scholarship and Service](#).

## **TEACHING /ADVISING**

Please speak to each of the following areas as applicable to your position. Outstanding teaching and advising are highly regarded responsibilities of all faculty members at Loyola Marymount University. Please describe your activities in these areas.

You are encouraged to describe your method(s) of teaching, methods of evaluation 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**

Please describe your research activity over the past year. Examples to be included are work completed in 2016, work in progress, involvement of students in scholarly/creative activities and interaction of scholarly or creative activities in your teaching.

## **SERVICE**

If there are service expectations in your position, please state them. Please describe your service activities and how your service has contributed to LMU's Mission and identity, including our commitment to diversity. Please include service within your department, to the College or School, and to the wider community.