

**DATE:** November 19, 2019

**To:** Full-Time Term Faculty

**FROM:** Thomas Poon  
Executive Vice President and Provost

**SUBJECT:** **Faculty Service Report - Calendar Year 2019**

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Below please find a Faculty Service Report form for the calendar year 2019. This form is also available at <http://academics.lmu.edu/provost/resources/facultyresources/>. Submission of this form is intended to help you document your achievements during the past year and, when completed, will provide the basis of an evaluation by your Chair and Dean. **Faculty may also receive a specific reporting format required by their Dean.** Term faculty are encouraged to consult with the Department Chair and/or Dean if there are questions.

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. Term faculty members are evaluated according to the conditions stated in their contract. As with tenure-track faculty, the Department Chair and Dean are responsible for evaluating a term-faculty member's total contribution, making the recommendation to the Provost for merit pay as described on pages 14-15 of the Faculty Handbook. This will allow you to reflect upon your 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 2020-2021 contracts on schedule.

- **February 3, 2020:** Completed Faculty Service Report due to your Chair.
- **February 10 – February 28, 2020:** "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, 2019, III. C. b., pg. 15)

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 10 – March 20, 2020:** “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, 2019, III. C. c., pg. 15)

“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, 2019, III. C. d., pg. 15) 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.

## **TEACHING /ADVISING**

For calendar year 2019 (spring, fall, and summer if applicable), 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.

## **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.

## **SCHOLARSHIP/RESEARCH/CREATIVE WORKS**

Please describe your research activity over the past year. Examples to be included are work completed in the 2019 calendar year, work in progress, the involvement of students in scholarly/creative activities and interaction of scholarly or creative activities in your teaching.