

Subject: 2010-11 Faculty Record Sheet

Date: June 20, 2011

To: Members of the Faculty

From: Marilyn R. Schuster
Provost and Dean of the Faculty

The information you provide each year on the Faculty Record Sheet is an essential part of your faculty file. An annually updated record of each faculty member's professional activities is required by the *Policy of Appointment, Reappointment, Promotion, and Tenure* (II.B.1.b.).

I am pleased to announce that a web-based version of the Faculty Record Sheet is now available for your use at <https://www.smith.edu/deanoffaculty/recordsheet/index.php>. The new form is intended to facilitate form-completion, record-keeping, and data collection. I invite you to submit your 2010-11 Faculty Record Sheet and updated CV using the new form, however, you still have the option of using the existing form, which is available on our office's website (<http://www.smith.edu/deanoffaculty/facrecinstruct.html>). It is the goal of our office for all faculty to be using the new online form for 2011-12 Faculty Record Sheets, to be completed next year. If you have any questions, or need assistance accessing or completing the form, please contact Hayley Spizz (hspizz@smith.edu or x3005).

As you complete your Faculty Record Sheet, be sure to provide a full listing of your activities in the areas of teaching, scholarship, and service. The completed form constitutes the college's permanent record of your activities for the 2010-11 academic year and, as such, may serve as background information for members of visiting committees during the year. The Record Sheet is consulted in reappointment, tenure, and promotion decisions, and it is the primary document used to determine merit pay increases for Senior Lecturers, Associate Professors, Professors, and some Lecturers.

The completed form **along with an updated CV** is due **September 15, 2011**. Please note that our office will send a copy of your completed record sheet to your chair or director.

We weigh teaching, scholarship, and service equally in determining merit recommendations. Activities which contribute to each of the areas include the following:

Teaching: advising (pre-major, major, minor, concentration), independent study supervision (special studies, honors, stride students, summer research students, student performances and presentations), course enrollments, course critiques, participation in teaching workshops and seminars, course development, teaching awards, work with student groups.

Scholarship: articles, book chapters, books authored, books edited, translations, performances, exhibits, scholarly lectures, scholarly papers, panel presentations, refereed lectures, invited lectures or talks, service on peer review panels, attendance at professional meetings, learned society service, grants, book reviews, reprints of earlier publications (**Note:** published scholarship is not counted until the year of publication, as opposed to the year of acceptance.)

Service: *department/program:* chair/director, committee service, authoring major study (e.g. revision of major, decennial review self-study), mentoring of untenured faculty
 college: elected faculty committees, appointed faculty committees, administrative assignments
 other college service: alumnae club talks, alumnae events and tours, reunion activities, admission activities (open campus, summer programs).

The weight assigned to the various contributions within each of the three major categories is at the discretion of the Provost/Dean of the Faculty, but this process has led in recent years to at least ninety percent of the tenured faculty receiving merit increases. (Note: Assistant Professors and Associate Professors without tenure automatically receive an increase based upon the average increase for their rank.)

It is important to remember that merit salary recommendations result from an average of the merit scores **for the most recent three years**. Failure to submit a Record Sheet thus has an impact on merit for three years. But even if you have no interest in merit salary increases, the college requires a record of your activities, so I urge you to return a completed Faculty Record Sheet every year.

Please note that although it is the Faculty Record Sheet for 2010-11 that is due in September, the Faculty Record Sheet for 2011-12 is also available for those who wish to make entries for the current year on an ongoing basis.

MRS/hs