I am writing to thank you in advance for completing your 2014-15 Faculty Record Sheet. The information you provide each year on this sheet is an essential part of your faculty file. It allows the Provost and Dean of the Faculty’s office to create an overall picture of our work as scholars and teachers at Smith — enabling us to gather information about faculty accomplishments and share it with the Trustees, donors, foundations, granting agencies, and alumnae.

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.). The form is available through our office’s website: http://www.smith.edu/deanoffaculty/facrecinstruct.html. 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 2014-15 academic year. The Record Sheet is the primary document used to determine merit pay increases for Senior Lecturers, Associate Professors, Professors, and some Lecturers. It may also serve as background information for members of visiting committees during the year.

The completed form along with an updated CV is due September 15, 2015. 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 that contribute to each of the areas include the following:

**Teaching:** advising (liberal arts, major, minor, concentration), independent study supervision (special studies, honors, STRIDE students, summer research students, student performances and presentations), course enrollments, course evaluations, participation in teaching workshops and seminars, course development, teaching awards, work with student groups.

**Scholarship:** refereed articles, book chapters, books authored, books edited, translations, performances, exhibits, scholarly lectures, scholarly papers, panel presentations, invited lectures or talks, abstracts, scholarly reviews, service on peer review panels, attendance at professional meetings, learned society service, grants sought and awarded, 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. 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.

To make it easy to manage your entries in an ongoing basis, two years of Faculty Record Sheets are available, both 2014-15 (due in September) and 2015-16, for those who wish to make entries for the current year.

KR/hs