

Subject: 2008-09 Faculty Record Sheet

Date: July 21, 2009

To: Members of the Faculty

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

Please provide a full listing of your activities in the areas of teaching, scholarship, and service on your 2008-09 Faculty Record Sheet; it constitutes the college's permanent record of your activities for the year and is consulted not only for merit pay increases but in reappointment, tenure and promotion decisions and may serve as background information for members of visiting committees. I'd like to explain how the Provost's Office will conduct the merit review of faculty during the next few years. The Provost and Associate Provost review each Associate Professor, Professor, and Senior Lecturer annually, basing our assignment of merit points on the previous year's Faculty Record Sheet. In a normal year, the merit award for each faculty member is determined by averaging the merit ratings of the three previous years.

Our current financial plan does not envision the availability of merit pay in either 2009-2010 or 2010-2011. We hope to be able to reinstitute merit pay in 2011-2012. After consultation with the Committee on Faculty Compensation and Development, we will follow the following plan: the Provost and Associate Provost will continue to evaluate faculty members annually. Assuming that we will be able to offer merit pay in 2011-2012, the award for each faculty member will be based on the average of the best three years in the preceding five-year period (the faculty record sheets of 2005-06, 2006-07, 2007-08, 2008-09, and 2009-10). This plan ensures that credit for a particularly significant achievement in a given year will not be lost because of the temporary suspension of the merit program. We expect to revisit this proposal in the coming year, when there will be additional opportunities for fuller faculty input.

The completed form **along with an updated CV** is due on **September 14, 2009**. Our office will provide a copy of your completed record sheet to your chair or director. 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.).

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

**Teaching:** advising (pre-major, major, minor), 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 weighting of 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.

The Faculty Record Sheet form is available on our office's website (<http://www.smith.edu/deanoffaculty/facrecinstruct.html>). It is the goal of our office to have electronic copies of the most recent Faculty Record Sheets and CVs on file for all faculty members. If possible, we ask that you complete the Faculty Record Sheet form electronically and send it by e-mail attachment (to [hspizz@smith.edu](mailto:hspizz@smith.edu)). Alternatively, you may complete a paper version of the Faculty Record Sheet form, and mail it by campus mail (to Hayley Spizz, College Hall 206). Please send your CV by e-mail attachment (to [hspizz@smith.edu](mailto:hspizz@smith.edu)). Should you have difficulty accessing or completing the form, please contact Hayley Spizz for assistance.

Please note that although it is the Faculty Record Sheet for 2008-2009 that is due in September, the Faculty Record Sheet for 2009-2010 is also available for those who wish to make entries for the current year on an ongoing basis.

MRS/hs