



**DATE:** **November 18, 2024**

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

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

**SUBJECT: Faculty Service Report - Calendar Year 2024**

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Below please find your Faculty Service Report form for the calendar year 2024. This form is also available at <https://academics.lmu.edu/ofd/promotionsfsr/>. This form is intended to help you document your achievements during the past year and, when completed, will provide the basis for your evaluation by your department Chair and Dean. If you are serving as a department Chair or Associate Dean, then the completed 2024 Faculty Service Report is due to your Dean or their designee.

**The suggested page limit is either 6-pages or defer to your college's page limits. Faculty may also receive a specific reporting format required by their Dean.**

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.

As per Faculty Handbook (III.A), faculty who do not submit an FSR will be ineligible for merit pay. This would include any faculty compensation tied to merit, such as has been stipulated in past equity increases. A specific timetable follows to inform your completion of the report for discussion with your department Chair. Please meet the specific dates in the timetable, to allow preparation of the 2025-2026 contracts on schedule.

- **February 6, 2025:** Completed 2024 Faculty Service Report due to your department Chair (or to your Dean/their designee if you are serving as department Chair or Associate Dean).
- **February 12 – March 10, 2025:** “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, 2024, III. C. b., pg.16)

**At least two business days prior to the meeting with an individual faculty member, the department Chair will provide the faculty member with a written report and evaluation.** After the meeting, the department Chair and individual faculty member are expected to sign and date the written report and evaluation to acknowledge that a discussion of the written report and evaluation

took place. The department Chair will provide a copy of the written report and evaluation signed by both parties to the individual faculty member for their records and will also forward to the Dean. If the individual faculty member does not want to provide a signature on the written report and evaluation, then they are asked to provide a letter of dissent which should be signed and attached to the written report and evaluation.

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

- **February 12 – March 21, 2025:** "The department Chair will meet with the Dean and discuss the evaluation and ranking for each member of the department and the merit recommendations to be made to the Provost." (Faculty Handbook, 2024, III. C. c., pg. 16)

"The Dean will review the recommendations of all department Chairs and will recommend the amount of merit to be given to each member of the faculty." (Faculty Handbook, 2024, III. C. d., pg. 16)

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.

**March 21, 2025:** Dean sends merit recommendations to Provost.

## **TEACHING /ADVISING**

For calendar year 2024 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 advising or work with students on special issues or projects. Please include how your teaching and advising activities have contributed to LMU's Mission and identity, including our commitment to diversity, equity, inclusion, and anti-racism.

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

Please describe your research activity over the past year. Examples to be included are work completed in the 2024 calendar year, work in progress, the involvement of students in scholarly/creative activities and interaction of scholarly or creative activities in your teaching. Please include how your research activity has contributed to LMU's Mission and identity, including our commitment to diversity, equity, inclusion, and anti-racism.

## **SERVICE**

Please describe your service activity over the past year, including how your service has contributed to LMU's Mission and identity, including our commitment to diversity, equity, inclusion, and anti-racism. Please include service within your department, to the College or School, and to the wider community.

The signatures below confirm that the department Chair's Written Report and Evaluation was provided to the individual faculty member on \_\_\_\_\_ (DD/MM/YY) and that a FSR Discussion took place between the department Chair and individual faculty member on \_\_\_\_\_ (DD/MM/YY).

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Name of Individual Faculty Member

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Signature of Individual Faculty Member

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Date

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Name of Department Chair

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Signature of Department Chair

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Date

**OPTIONAL**

I received and have read my department Chair's Written Report and Evaluation but I decline the opportunity to meet with my department Chair for an FSR discussion.

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Name of Individual Faculty Member

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Signature of Individual Faculty Member

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Date

**OPTIONAL**

I decline to sign this document and will provide my department Chair and Dean with a separate letter of dissent to be attached to this document.

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Name of Individual Faculty Member

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Signature of Individual Faculty Member

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Date