THE RESIDENTIAL COLLEGES, MURRAY STATE UNIVERSITY
FACULTY/STAFF REPORT OF SERVICE ACTIVITIES

Each faculty or staff member desiring merit pay for service to a residential college must document his/her activities using this form. Members are encouraged to complete this form after each service activity; however, up to four activities can be completed on the form. Deadlines for reporting service activities for each semester: January 15 (Fall Semester); May 15 (Spring Semester). Merit will be based on reported activities of the preceding calendar year.

Name ____________________________
Residential College Assignment ____________________________
Calendar Year ________________ Faculty/Professional Staff (Circle one)

Activity #1
Description: ____________________________
Date (s) Completed: ____________________________
POINTS EARNED (to be assigned by college head) ________

Activity #2
Description: ____________________________
Date (s) Completed: ____________________________
POINTS EARNED (to be assigned by college head) ________

Activity #3
Description: ____________________________
Date (s) Completed: ____________________________
POINTS EARNED (to be assigned by college head) ________

Activity #4
Description: ____________________________
Date (s) Completed: ____________________________
POINTS EARNED (to be assigned by college head) ________

FACULTY MEMBER’S SIGNATURE ____________________________
COLLEGE HEAD’S SIGNATURE ____________________________

Note: Please submit this form to your college head. The total merit service pay will be reported to you after the MSU budget is approved by the Board of Regents.