

Murray State University • The Residential Colleges

Faculty Service Guidelines

1. Faculty must report service to his/her own College Head. If a faculty member of one college performs service for another college, then that faculty person should receive the appropriate points or service as reported to and recorded by the faculty person's own College Head. The Head is responsible for collecting and submitting service reports for all his/her faculty, regardless of which college received the services.

2. For approved service to a Residential College not covered by the printed merit criteria sheet, the College Head will have discretion to award more than the points designated by the merit system sheet. For example, a faculty person might stay all day at a Residential College to help students move in. This should count for more than the one point given to that faculty person who helps for two hours. Another example: A faculty person provides ongoing clerical support to a College Head. If there is a dispute over point value for certain service, then the Council of College Heads will make the final determination.

3. Service must meet these criteria in order to qualify as Residential College service for merit pay purposes:

- Service must foster in students and/or faculty and staff a sense of Residential College identity and community. Service to the university not now considered Residential College service could qualify if it achieves the sense of identity in students and/or faculty and staff. For example: a faculty member might be the advisor for a student academic club. Students in that club could be encouraged to create sub-groups according to Residential College affiliation, and those sub-groups could take part in club competitions or other activities as Residential College Groups.
- Whether or not the service activity takes place within the physical confines of a Residential College, the activity must be structured to involve a group or multiple groups identifiable as Residential College groups, not just as student groups.
- The College Heads will assist faculty in designing activities within their respective colleges to meet the above criteria. The merit committee of the Council of College Heads will assist faculty who wish to design university-wide activities that qualify as residential college service.

4. The merit criteria sheet will be updated annually or as often as necessary and Heads will be responsible for getting updates to their faculty.

5. College Heads will be responsible for a regular report of faculty service to the Vice-President for Student Affairs. Heads and the Vice-President will agree on the format and timing for these reports.

6. Faculty members are encouraged to submit a report after each service activity; however, up to four activities may be submitted on one form. For bookkeeping and fiscal year budgeting purposes, the following deadlines for reporting residential college service are essential: January 15 (Fall Semester); May 15 (Spring Semester). Activities reported will be evaluated and awarded on a calendar year basis.

Professional Staff Service Guidelines – Adopted Fall 2005

1. Merit pay will now be available for up to 12 Professional Staff members of each Residential College in a given year at a rate commensurate with the faculty merit pay system we have established.
2. A Staff member must demonstrate a certain minimum level of participation and commitment. He/She must earn at least 3 points under the system we use for faculty to be eligible for consideration for merit-level status. Colleges will not be awarding merit pay to any Staff member who simply shows up for a meal or for move-in and never again. There must be indications of real commitment to the Residential College.
3. Each College Head will determine eligibility and award points according to the matrix already established for faculty. Heads will also determine, in consultation with MSU Vice-Presidents, whether a Staff person's service is part of his/her job or beyond the call of duty.
4. Staff members who demonstrate the minimum necessary commitment to be considered for merit will achieve what will be called College Staff Associate status.
5. Only College Staff Associates will be eligible for merit pay, though they will not necessarily be guaranteed that pay. For example, if there are 15 Staff Associates in one Residential College, only 12 can receive merit pay, unless the last three are so strong that an unimpeachable case can be made for their inclusion. A College might decide to reward those who do not make the cut in other ways such as with a plaque, some residential college apparel, etc. Small, non-merit rewards could also be made, at the discretion of the Head, to Staff members who show up for move-in but don't achieve Associate status.
6. College Staff Associate status will apply to one year at a time, and must be earned again every year.
7. Each College Head will announce to his/her Professional Staff members that such a system will be in effect for this year, then invite them to a meeting very early in the semester where the system will be explained.
8. Reporting deadlines and forms will be the same as for faculty, except we put "Staff" on the form instead of "Faculty."
9. Heads will adopt the same basic structure in each College, though, as always, Heads will have discretion in evaluating service.

Point and Level Allocation for Faculty/Professional Staff Service

Points

- 1 point: \$20.00
- 1/3 point: 0.33; 2/3 point: 0.66
- Maximum point allowance: 25 points
- Maximum dollar amount for points: \$500.00
- Guaranteed by MSU President Randy Dunn, 11 FEB 2011

Service Levels and Categories of Service

• Individual Service Activities and Point Values: not a complete list; service activities not on the list will be awarded points after consideration by Council of College Heads and Vice-President for Student Affairs

LEVEL I

Creating Community, 1 point

- attend three dinners, receptions, social or intramural events sponsored by the college (maximum of 2 points in this category)
- play, coach or officiate for college intramural teams (3 games)
- help for a minimum of 2 hours on one or more of the move-in days (Early Check-In, Freshman Move-In, Upperclassmen Move-In)

Building Partnerships, 1 point

- participate in a fundraising event sponsored by the college
- attend three campus events, such as athletic events, theater and music performances, exhibits, lectures, concerts or other programs with students from your college
- participate in a community service project with students from your college

Fostering Excellence, 1 point

- serve as a mentor to one or two students in the college for a semester
- conduct 3 academic review sessions in the college's building
- serve as a moderator, timekeeper, etc. at the annual residential College Academic Tournament

LEVEL II

Creating Community, 2 points

- assist College Head with special college events, projects, and/or programs, such as family weekend, Homecoming, or individual college traditional events
- organize an excursion to an academic or popular event off-campus
- play, coach or officiate for college intramural teams (more than 3 games)

Building Partnerships, 2 points

- organize and present a 30-60 minute program on an academic topic
- organize and present a 30-60 minute program on a semi-academic topic or special interest topic
- organize and present a 30-60 minute program on a community service topic
- serve as a mentor on a regular basis with a new College Head

Fostering Excellence, 2 points

- serve as the coach of the college's Speech and Debate team
- serve as an adviser to an ongoing RCC/RA/FYL activity in the college

LEVEL III

Creating Community, 3 points

- create and facilitate special interest groups relating to hobbies, games, crafts, etc.
- organize and facilitate a special activity involving more than one college

Building Partnerships, 3 points

- teach a residential college seminar class (IDC 199)
- tutor a minimum of six sessions each semester in an academic area
- organize and facilitate student involvement in community service projects, such as Heart Walk
- advise a student group in the college in an ongoing community service project

Fostering Excellence, 3 points

- serve on a college advisory board or planning committee
- serve as the advisor to the college's honor society, meeting on a regular basis
- serve as the college's webmaster
- serve as a mentor to a group of students for an academic year, meeting on a regular basis

ADDITIONAL 2011 CATEGORY: INNOVATION, LEVELS I-III

1-3 points as determined after a review by the Council of College Heads

- work with the College Head to design and implement an innovative program or activity for all members of the college in one of three areas: Creating Community; Building Partnerships; Fostering Excellence

**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.