

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

Each faculty member desiring merit pay for service to a residential college must document his/her activities using this form. Faculty 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: **December 15 (fall term); February 15 (spring term)**. Activities reported after February 15 will count toward the following year's merit.

Faculty Member's Name _____

Residential College Assignment _____

Academic Year _____

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 the entire form to your college head. When he/she has verified service and assigned merit points, the pink copy will be returned to you.