Below please find your Faculty Service Report form for the calendar year 2020. This form is also available at [https://academics.lmu.edu/ofd/promotionsfsr/](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 of your evaluation by your Chair and Dean. **Faculty may also receive a specific reporting format required by their Chair Dean.**

The evaluation includes an appraisal of your teaching, advising, scholarship and/or creative works, and service. 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. **For the 2020 FSR process, faculty may choose one of the following options:**

a) Faculty members may choose to carry over the annual merit recommendation from their 2019 FSR and to not submit an FSR for calendar year 2020;

b) If an individual faculty member has reason to believe their merit score may differ this year from last year, they may request a merit review and submit a Faculty Service Report for calendar year 2020 for their chair and dean’s evaluation*.

If an individual faculty member chooses to carry over the annual merit recommendation from their 2019 FSR, items from calendar year 2020 can be included in the FSR for 2021. **Please note that faculty hired in CY 2019 who have never submitted an FSR to receive a merit recommendation will need to use option b since they do not have an FSR from the 2019 calendar year.** As per Faculty Handbook (III.A), faculty who do not submit an FSR will be ineligible for merit pay.

A specific timetable follows to inform your completion of the report for discussion with your Chair. Please meet the specific dates in the timetable, to allow preparation of the 2021-2022 contracts on schedule.

- **February 1, 2021:** Completed 2020 Faculty Service Report due to your Chair or email indicating your decision to utilize the 2019 annual merit score due to your Chair and Dean.

- **February 8 – February 26, 2021:** For faculty who submit a 2020 FSR, 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, 2020, III. C. b., pg. 15)

Following the meeting with an individual faculty member, the department Chair will provide the faculty member with a written report and evaluation (if that has not already been done prior to or during the meeting) and forward a copy to the Dean.

**SPECIAL INSTRUCTIONS:** Chairs and Deans are reminded of the following guidelines which were developed in collaboration between the Deans and the Faculty Senate, and approved by the Provost, to take into consideration the challenges and limitations created by the COVID-19 global pandemic:

- Faculty were provided with the option to not submit their student evaluations of teaching from spring 2020, without prejudice. Although “student evaluations should not carry disproportionate weight in the evaluation of teaching,” (Faculty Handbook, 2020, III. A. pg. 14) neither should the absence of student evaluations. All faculty are encouraged to describe their spring 2020 efforts in remote instruction in the Teaching/Advising section of their FSR, those not including the spring 2020 SETs should take special care to do so.

Once the department Chair has met with all department faculty who have chosen to submit a 2020 FSR, the Chair will provide each faculty member with a separate letter indicating the Chair’s merit recommendation.

- **February 8 – March 26, 2021:** “The department Chair will meet with the Dean and discuss the evaluation and ranking for each member of the department and the merit recommendation to be made to the Provost.” (Faculty Handbook, 2020, III. C. c., pg. 15)

“**The Dean will review the recommendation of all department Chairs and will recommend the amount of merit to be given to each member of the faculty.”** (Faculty Handbook, 2020, III. C. d., pg. 15)

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.
TEACHING /ADVISING

For calendar year 2020 (spring, fall, and summer if applicable), 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, including how you have adapted to remote teaching, advising, and mentoring, if you wish.

You are encouraged to describe your method(s) of teaching, methods of evaluation effectiveness in the classroom, efforts in remote instruction in Spring and Fall 2020 (including strategies, successes, challenges, and lessons learned), and any unusual advising, involvement or approaches, including extended hours spent with students on special issues or projects.
SCHOLARSHIP/RESEARCH/CREATIVE WORKS

Please describe your research activity over the past year. Examples to be included are work completed in the 2020 calendar year, work in progress, the involvement of students in scholarly/creative activities and interaction of scholarly or creative activities in your teaching. If relevant, please include any changes or impediments caused by the COVID-19 pandemic and any related adaptations and reflections.
If there are service expectations in your position, please state them, including whether you have remuneration or other supports for each role (and what). Please describe your service activities and 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.