

# Murray State University • The Residential Colleges

## Faculty and Professional Staff Service Guidelines

**\*\*\* REVISED January 2016 \*\*\***

1. Each Faculty and Staff member must report service to his/her own College Head. If a faculty/staff member of one college performs service for another college, then that 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/staff, 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/staff 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 person who helps for two hours. Another example: A faculty/staff 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/staff 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 students or groups identifiable as Residential College students or 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/staff.

5. College Heads will be responsible for a regular report of faculty/staff 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 and staff 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 1 (Spring Semester). Activities reported will be evaluated and awarded on a fiscal-year basis.

7. 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.

## **Point Allocation for Faculty/Professional Staff Service**

### **Points**

- 1 point: \$20.00
- 1/2 point: \$10.00
- Maximum point allowance: 25 points
- Maximum dollar amount for points: \$500.00

### **Point Values**

Individual 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. 1-3 additional merit points may be awarded after review by the Council of College Heads.

#### **1-POINT ACTIVITIES**

- attend two dinners, receptions, social or intramural events sponsored by the college (maximum of 2 points, per semester, in this category)
- attend two campus events, such as athletic events, theater and music performances, exhibits, lectures, concerts or other programs with students from your college
- Great Beginnings - help a minimum of 2 hrs. (Early Move-In, Freshman Move-In, Upperclassmen Move-In)
- judging individual college idol – 1 or 2 points (College Head discretion)
- play, coach or officiate for college intramural teams (2 games)
- participate in a fundraising event sponsored by the college
- serve as official for mini academic tournament
- participate in a community service project with students from your college
- participate in a weekend excursion or event with members of the college
- serve as official for mini academic tournament
- serve as a mentor to one or two students in the college for a semester
- server at Senior Breakfast (Fall only)

#### **2-POINT ACTIVITIES**

- assist College Head with special college events, projects, and/or programs, such as family weekend, Homecoming, or individual college traditional events
- conduct two academic review sessions in the college's building
- judging Murray Idol
- organize an excursion to an academic or popular event off-campus
- 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
- play, coach or officiate for college intramural teams (more than 2 games)
- serve as the coach of the college's Speech and Debate team or Academic Team
- serve as an adviser to an ongoing RCC/RA/FYL activity in the college
- serve as a moderator, timekeeper, etc. at the annual residential College Academic Tournament

#### **3-POINT ACTIVITIES**

- academic tutoring (minimum of six sessions per semester)
- advise a student group in the college in an ongoing community service project
- create and facilitate special interest groups relating to hobbies, games, crafts, etc.
- organize and facilitate a special activity involving more than one college
- organize and facilitate student involvement in community service projects, such as Heart Walk
- 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

#### **6-POINT ACTIVITY**

- teach IDC 199 class in Fall or Spring

#### **10-POINT ACTIVITY**

- mentor new College Head (must be done by former College Head)