

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 1 (fall term); May 1 (spring term)**. Merit will be based on reported activities for the current fiscal year.

Note: Please be specific/detailed in your description of the activity/event listed. Ex: Great Beginnings Early Check-In vs Great Beginnings Freshmen Move-In vs. Upperclassmen Move-In.

Faculty/Staff Member's Name _____ M# _____

Residential College Assignment _____ Home Dept _____

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/STAFF MEMBER'S SIGNATURE _____

COLLEGE HEAD'S SIGNATURE _____

Note: Please submit this form to your College Head's academic office. When he/she has verified service and assigned merit points, a copy will be returned to you. Contact your college head with any questions.