

Service Guidelines for Tenure-Track Faculty Seeking Tenure and Promotion
Effective Fall 2016

Description

The following document provides guidelines for assessing a tenure-track faculty member's work in the Service category for tenure. Service work must be well-documented by faculty in their promotion and tenure portfolios through the creation of detailed narratives of their work, along with supporting documentation where appropriate and available.

Please note that Service work should be performed pro-bono, and faculty should not have received fees or payments for this work that significantly exceeds the expenses associated with doing the work.

Levels of Service Activities

To aid in the determination of level of Service for tenure and promotion, Service activities may be broken down into three categories: leading, supporting, and routine. A partial list of examples of service activities may be found below.

Categories of University Service

Service work may occur in three types: 1) Service to University and Student Success; 2) Service to the Professions; and, 3) Service to the Community.

Service Requirements for Tenure

Excellence – In order to be ranked as “Excellent” in Service for the purposes of tenure, a faculty member must achieve the equivalent of an average of one leading service activity per year at the time of tenure. Service to the University is required during each year. An aggregate of multiple supportive and routine activities may replace one major leading activity in any given year.

1) Service to the University and Student Outcomes

A leading service shows evidence of highly impactful outcomes on Student Success and/or on the reputation of the university.

Student Success Outcomes are defined as:

- Increases in completion rates
- Increase in job placement or graduate school attendance
- Increase in student acquisition of competencies
- Student impact on the community as a result of experiential learning

Examples of a Leadership Role in Student Outcomes can be achieved by:

- Developing and/or overseeing a disciplinary program that results in Student Success
- Developing and/or overseeing a student support or student affairs program that results in Student Success
- Eliminating barriers to student success, as in leading a policy audit
- Chairing a task force that leads to positive results

Examples of a Leadership Role in the Reputation of the University can be achieved by:

- Bringing into being and/or overseeing a partnership that results in Student Success and progress toward a career
- Securing grants that support students
- Securing Regional or National recognition for the University

A supporting service activity may be characterized by supporting the above activities and shows evidence of impactful outcomes. For example:

- Is a member of a standing school- or university-wide committee that produces a positive impact on student success or on a university initiative whereby individual impact can be shown and whereby others members vouch for the individual's effectiveness
- Organizes a symposium or other in-house event
- Serving on a search committee as a chair
- Acting as an internship or experiential learning coordinator
- Serving as an advisor to a recognized student group
- Sustained participation in student recruitment or outreach activities

Routine service activities are those that are regular expectations of every faculty member, such as attendance at Department or School meetings, Faculty Alliance meetings, Commencement and Convocation ceremonies, and serving on a search committee as a member.

2) Service to the Professions:

A leading service activity may be characterized by:

- Holding a leadership role in a professional association
- Leading a regional or national symposium or conference
- Founding a professional or advocacy organization
- Serving as Editor or member of the Editorial Board of a journal

A supporting service activity may be characterized by:

- Reviewing conference proposals
- Delivering in-service workshops for a professional organization
- Respondent of discussant on a conference panel
- Participating in organizing a conference

- Serving on a regional or national committee
- Presenting to professional organizations, either by invitation or through a refereed process

A routine service activity may be characterized by:

- Reviewing journal articles
- Participating in professional organizations
- Serving as a committee member on a local professional organization
- Chairing a conference panel

3) Service to the Community

A leading service activity may be characterized by:

- Representing the university or a discipline in public hearings
- Organizing a symposium or other external event for multiple community organizations or constituencies
- Bringing into being and/or overseeing a partnership that results in Student Success and makes a demonstrable substantial benefit to the community
- Leading a major fundraising effort for a community partner

A supporting service activity may be characterized by:

- Serving as a Board member for an external entity related to university initiatives (Museum, Chamber of Commerce), commission at any level
- Serving as member of an advisory board or civic forum related to university initiatives
- Providing disciplinary expertise to a community-based organization, library, museum, or community counseling center

A routine service activity may be characterized by:

- Serving on committees of a community organization related to university initiatives
- Contributing to a community organization newsletter
- Volunteering for local community organizations in a non-leading capacity