

Distribution and Evaluation of Service

Recognizing that service expectations vary according to department needs and faculty expertise, each department should develop methods of evaluating, encouraging, and rewarding excellence in service activities related to student mentoring, peer mentoring, community engagement, diversity initiatives, service to the discipline or professional association, and service to the department, college, and University.

Ideally, each faculty member should exercise their professional expertise in the areas of department, college, and University service, plus community engagement, and service to the discipline. Where individual faculty members may be expected by the chair to play different roles, those specific roles should be defined and understood. In all cases, service should be judged on quality and effectiveness, not just quantity.

In the following listing, items are not necessarily listed in priority order, and faculty are not expected to engage in service activities in each area.

- A. Mentoring of students cuts across all areas of the faculty role - teaching, research, and service. Among service activities, mentoring of students is one of the most important areas of faculty service. Review committees are encouraged to recognize and reward faculty who mentor students in research, international work, service learning, entrepreneurial and innovation activities, and work-related experiential learning.
- B. Mentoring of faculty colleagues is an important service that promotes faculty advancement.
- C. Community engagement is a significant part of the University's mission and commitment to contributing to the well-being of our local, state, and global communities. Community engagement is defined as the application of a faculty member's professional skills to engage with the external community in a manner that both assists the community and is consistent with the fulfillment of the University's mission. Examples of community engagement activities to be evaluated include participation in public scholarship, outreach programs, teaching noncredit courses, workshops, projects, and colloquia in the faculty member's expertise, speaking engagements, both reimbursed and unreimbursed consulting activities, and other ways the faculty member uses his or her professional knowledge for service.
- D. Consistent with the University's commitment to equity and inclusive excellence, faculty work that contributes to the diversity of learners and scholars at the University and enhances our environment of equity and inclusion is highly valued and should be recognized and rewarded in the review process.
- E. Service to the discipline is exemplified by service to scholarly or professional societies, journal editorships, peer review activities for scholarly journals, scholarly books and texts, and external funding agencies, and other ways of contributing to the advancement of the discipline or appropriate interdisciplinary fields.

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Completed AALT review
ready for Faculty Senate review

Deleted: The category of professional service is more difficult to define than teaching or research but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating the quality of professional service, not merely to list the activities. The task is sometimes complicated by the fact that much professional service takes place outside the department.

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Deleted: When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats.

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Deleted: Community engagement in religious, political, or social organizations (although meritorious in itself) is not relevant to the faculty member's professional area.

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Service to scholarly or professional societies may include holding of office, serving on boards, chairing symposia and special sessions at conferences, editing proceedings, reading ~~non--~~ research papers, being instrumental in bringing a professional group to the local community, and serving on the local arrangements committee, developing a teleconference, and any other ways in which the faculty member is active within the professional society. It is the responsibility of the chair to evaluate the quality of the work done for the professional society by the faculty member and the stature of the professional society itself, and its relevance to the mission of the University.

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- F. Departmental, college, and University service also includes special service assignments, sponsorship of student activities, cooperation with the Office of [University Advancement](#), in outreach to alumni and securing external funding for the University, service on department, college, and University committees and task forces, cooperation with the Office of Admissions in recruitment of students to the University, and other service activities.

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- Approved by the president
September 30, 2013; Revised June 11, 2018

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