

Evaluation of University and Public Service

Approved by Faculty Senate 5/4/2007

The service component of faculty workloads encompasses activities that do not fall under the categories of teaching or research but which utilize a faculty member's academic or professional expertise and reflect positively on the University and benefit society. On occasion, activities may overlap those included in other parts of a faculty member's workload, such as teaching or research.

The Board of Regents Policy for Promotion and Tenure and the UAS Faculty Handbook recognize two categories of service: University Service and Public Service. These are broadly defined as

- University service - consisting of non-teaching activities within the University system at five possible levels:
 - Statewide
 - University
 - School
 - Department/program
 - Student

- Public service - consisting of activities outside the university system that are broadly discipline related. This category is subdivided into five service categories:
 - Professional organizations
 - Business/civic groups
 - K-12 schools/organizations
 - Government groups
 - General public

All faculty members will annually complete service in both categories and provide evidence of their participation in files for retention, promotion, and tenure reviews. However, not all faculty members will engage in all sub-categories of service nor will all faculty members engage in identical numbers of service activities, as there is enormous variety in the amounts of time and professional expertise required among service activities as well as variety in assigned faculty workloads. Annual activity reports should include a brief narrative explaining how each public service activity is discipline-related or utilizes the faculty member's professional expertise; some "volunteer" activities may be related to one faculty member's professional expertise and not to another's.

Varying levels of service activity are expected of faculty members *holding or aspiring to* the various academic ranks, and both quantity and quality of service will be considered in the evaluation process. The following matrix has three columns corresponding to faculty rank and rows corresponding to categories of service. It includes sample service activities that might be appropriate for faculty members holding various ranks. The sample activities indicated are not intended to comprise a comprehensive list of all

possibilities but rather serve as a guide for the type of activities in which faculty generally participates. Faculty members holding the higher ranks will engage in service activities from the lower ranks, and faculty members aspiring to promotion to higher ranks should endeavor to complete some activities from the higher ranks.

As per Board of Regents Policy for Promotion and Tenure and the UAS Faculty Handbook, service expectations at each rank are outlined below.

- Instructor/Assistant Professor – *all* faculty members demonstrate *involvement* in at least one of the two categories of service
- Associate Professor – demonstrate *increased involvement* across service categories *along with increased responsibility* in at least one of the categories
- Professor – demonstrate recognized *leadership* in both university and public service

Sample Service Activities
Approved 5/4/07

Service Categories		Instructor/Assistant Professor	Associate Professor	Professor
University Service	UA Statewide		serve on Statewide task force, committee, or search committee	serve on various committees or task forces, represent UAS on the UA Alliance
	UAS-wide	attend Faculty Development Seminar(s) or Convocation, present at or organize University events, serve on Faculty Senate committees or working groups	serve on Faculty Senate, on task forces or on Senate committees, present at Faculty Development Seminar(s) or Convocation, participate in accreditation reviews, coordinate university events, serve on peer evaluation committees	chair Faculty Senate, chair university task force, coordinate Faculty Development Seminar, serve on faculty evaluation committee(s)
	School level	serve as guest speaker in other classes, assist with web page design/implementation	design interdisciplinary courses, represent school on accreditation committee, coordinate surveys of graduates, compile assessment data	represent department at school-level events
	Department or Program level	attend and contribute at faculty meetings, represent department at cross-campus events/meetings, mentor new faculty, provide colleagues with teaching assessments, review manuscripts	serve as Program Coordinator, coordinate program review, serve on faculty search committees, mentor new faculty, provide colleagues with teaching assessments, assist with coordination of adjunct faculty, seek grant funding for program initiatives	serve as Department Chair, advocate/articulate arguments for new faculty positions, chair search committee, coordinate program review
	Work with students	advise students, conduct out-of-class workshops for students, write letters of recommendation, attend various student events, etc.	design interdisciplinary courses, represent school on accreditation committee, coordinate surveys of graduates, compile assessment data	direct student research, organize discipline-related volunteer opportunities for students,

Most faculty members will perform activities across all columns and in several rows.

Sample Service Activities
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Service Categories		Instructor/Assistant Professor	Associate Professor	Professor
Public Service	Professional organizations	participate as member in professional societies, attend professional meetings, serve as union representative	present papers at professional meetings, serve as officer in professional orgs, organize sessions at meetings, peer review journal articles, review proposals for orgs	serve as member of union negotiating team, serve on advisory board for professional org, serve as editor for a professional journal
	Business/Civic groups	serve as paid or unpaid consultant	publish relevant papers for practicing managers	serve on governance boards
	K-12 schools or organizations	collaborate with K-12 teachers, serve as consultant for schools or teachers	make presentations to K-12 students, organize events for K-12 students, serve on K-12 school site councils	design/present workshops for in-service teachers, serve as school board member
	Government groups	collaborate with colleagues at government agencies, consult with government agencies/groups	serve on advisory boards, review proposals for agencies	design/promote collaborative institutes
	General Public	work in various non-profit or volunteer organizations, consult with individuals in the community, write newspaper articles, make television or radio appearances	make public performances, artistic exhibits and/or presentations at the local level, host radio shows, write a regular newspaper column	make public performances, artistic exhibits and/or presentations at the state or national level, serve as an elected official

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