SERVICE

Policy Memorandum II-10 states “All faculty members are expected to be involved in a reasonable level of service to the department and institution through committees and other service activities.” Other aspects of expectations with regard to service are discussed in CRR 320.035 B.2.d. The candidate is encouraged to review both of these policy documents.

In order to fulfill its functions, academic departments and the University need the participation of the faculty in a range of service activities. A candidate who is not carrying his or her share of the department’s service load is imposing on colleagues. A faculty member must be willing to gracefully accept and fulfill the service duties that are required by collegiality and those that benefit the institution. The absence of real service to the University places a candidate’s loyalty and future benefit to the University in question.

The mere listing of service activities, however, provides little support for a promotion recommendation. In this section, the service activities should not only be listed, but the level and effectiveness of the candidate’s service contributions should be reviewed in a self-assessment. For example, if the candidate made a significant contribution as a member of a campus committee, such as drafting a report, undertaking a survey, etc., these contributions should be documented and discussed. As for research publications, extensive documentation should be included in a separately bound volume.

If no service activities are reported, a page signed by the candidate should be included in this section indicating this.