II. B. 2. SERVICE

Drafted November 2018; Revised February 2019, November 2019

All University College faculty members should be actively engaged in service at the Department level. Serving in leadership positions within Department committees or projects and/or engaging in College level service are expected as faculty members advance in their career. While University level service is not required for the Professional Assistant Professor rank, University service and leadership in service is encouraged for promotion to Associate or Senior Professor. Community and Professional Service are considered for purposes of annual evaluation and promotion, but they are not an expected component of the position.

Characteristics of service valued by the College include:

- dependability, thoughtfulness, active participation, and preparedness regarding service assignments;
- willingness to accept responsibility and leadership roles in service assignments and on teams;
- advising and mentoring students or colleagues above and beyond traditional teaching expectations.

Department level service opportunities may include:

- serving as a Chairperson or member of a department committee;
- participating in outreach events (such as Island Days) to promote the Department;
- serving on a task force or ad hoc committee;
- facilitating and coordinating a learning community team;
- mentoring a new faculty member;
- teaching in more than two learning communities during a long semester or leading a new learning community pilot;
- supporting the efforts of a department committee or event (STI/WTI, FYS, FYRC).

College level service opportunities may include:

- serving as Chairperson or member of a College committee;
- representing and promoting the College at an outreach event, such as Island Day;
- participating in the planning or implementation of a COAST program (Islander Launch, First Wave, Convocation).

University level service opportunities may include:

- serving on Faculty Senate or as a member of a University committee, task force, or project;
- helping student organizations meet goals;
- participating in collaborative projects with units from across campus related to student success.

All University College faculty are expected to attend one Commencement ceremony a year (fall or spring), per University policy, as well as Convocation. Some University College faculty
members receive course release time for significant service responsibilities and the quality of that work will also be considered as service.

**Rankings**

**Excellent**
Well above minimum expectations described above for faculty members of comparable rank. A faculty member must *significantly exceed* minimum expectations for this rating. To meet the rank of Excellent, a faculty member may serve the department, university, or college in a leadership capacity or may take on multiple service responsibilities that demonstrate initiative in their patterns of service. Recognition for service, including nomination and/or receipt of an internal or external award or honor in the year under consideration may also qualify a faculty member for excellence in service at the annual review.

**High**
Exceeds the minimum expectations described above for full-time faculty members of comparable rank. To meet the rank of High, a faculty member demonstrates a pattern of service to the University within a given year. This might include participating in different department, college or university service activities beyond the standard requirement, serving on a work-intensive standing committee, performing significant ad hoc committee work, or supporting a program, project, student group, or event in service to the institution without compensation.

**Meets Expectations**
Meets minimum expectations described above for faculty members of comparable rank. The faculty member regularly attends department meetings and recognition and commencement ceremonies, participates in assessment and advising, and performs department-level service as assigned by the department chair and college or university service as requested by the dean or provost.

**Unsatisfactory**
Performance does not meet the minimum expectations described above for faculty of comparable rank. The faculty member does not regularly attend department meetings and recognition and commencement ceremonies, participate in assessment and advising, or perform department-level service as assigned by the department chair or college or university service as requested by the dean or provost.