

Faculty Personnel Policy and Review Committee

Possible Service Activities for Faculty Members

The Academic Handbook criteria for tenure or promotion do not require faculty members to have served on (or chaired) Core (e.g. Governance, Curriculum, Review, Faculty Development, Student Academic Life) or University-Wide (e.g. University Strategic Planning, Diversity and Equity, Sustainability, Honorary Degrees and University Occasions) committees. The Review Committee has listed some possible service activities of which faculty members might avail themselves in lieu of service on these types of committees.

What the review committees do wish to see in the decision file is that there has been at least an adequate amount of service in the appropriate categories and that the service has been done well. Quality matters at least as much as quantity. Letters that describe how a colleague took on substantive and important tasks, and completed them effectively, can be especially helpful. A simple list of service activities without appropriate documentation of the quality of service is not helpful.

The list below is certainly not all-inclusive. Faculty members are encouraged to talk with their department chair, program director, or school dean, colleagues, VPAA, or past and present members of the Review Committee about additional activities that might count towards service in the decision file.

**Please see the last page of the document for the updated Service Criteria in the Academic Handbook.*

Department, Program, or School of Music Service

- Personnel Committee membership
- Departmental subcommittee membership (curriculum, speakers, etc.)
- Departmental secretary for regular meetings
- Equipment maintenance and repair
- Development and upkeep of departmental displays
- Work with, or advising a student club in the department
- Work with, or advising a disciplinary student honorary society
- Participation in a departmental or program self-study
- Participation at language tables (if not stipulated already in your Appendix B although this might still count towards service if done well)
- Bringing in, and/or hosting departmental speakers
- Editing, developing, or assisting in a departmental newsletter to alumni
- Assisting with alumni events
- Contacting and/or hosting prospective students
- Chairing a department (if this was done well – even with the reassigned time), and, where there have been extra duties (self-study, program restructuring, multiple searches, etc.)
- Effective service as an academic advisor to students
- Curriculum development
- Assisting with the acquisition of departmental resources (e.g. equipment, departmental library materials, graduate school information for students, etc.)
- Maintenance of a departmental website

University Service

- Arranging a campus-wide speaker or speaker series
- Assisting with, or advising of student groups (e.g. fraternity/sorority, clubs, etc.)
- Assisting with, or advising underrepresented students or student groups
- Assisting in the Admissions Office efforts to recruit students
- Serving on search committees
- Serving on task forces
- Assisting with or coordinating campus-wide events
- W, S or Q certification, and teaching courses that are W, S or Q-certified
- Presentations at Faculty Forums
- Application for, and successful execution of external grant opportunities (e.g. Mellon Grants)
- Teaching of First Year Seminars
- Effective First Year student advising
- Administrative assignments or appointments
- Serving on Steering Committees of interdisciplinary programs, honors programs or competency programs
- Serving as Director of an interdisciplinary program or honors program
- Serving as Associate Faculty Development Coordinator for a competency program
- Serving as Faculty Development Coordinator

Professional Service

- Serving on, or chairing a society committee
- Acting as an external reviewer for a faculty member at another institution
- Serving as a member of self-study visiting team to another institution
- Chairing a session at a professional meeting
- Making presentations at primary or secondary schools on topics in your area of expertise
- Judging Science Fairs
- Juror at competitions
- Professional consultation to other faculty on-campus

Academic Handbook

Personnel Policies

V. Criteria for Decisions on Faculty Status Service

3. Service

Effective July 1, 2020 the service expectations for all faculty members are those described here. Any review of service after this date uses these criteria; any review of service prior to this date, use the criteria listed below.

Adequate service to both the department (or school) and the university is necessary for positive personnel decisions. In establishing a record that goes beyond adequate service the candidate is free to provide further evidence of service to the department (or school), university or profession. The three areas of service to be considered are Departmental (School), University, and Professional. More activity in Professional service can compensate for less activity in categories Departmental(School) and University, but not to the exclusion of departmental and university service.

a. Departmental Service

All members of a department or program, during semesters in which they teach, must engage in the following service contributions: attend departmental meetings, work on curricular development, participate in advising, engage in course observations and other mentoring of junior colleagues, represent the department as needed, manage commercial cards and budget processes as needed, and serve on personnel committees and search committees following membership rules specified in Article IV. A. 5 in the By-Laws and Standing Rules of the Faculty section of the Academic Handbook. The following service contributions are to be distributed among departmental or program members in accordance with a distribution agreed upon by the department or program: subcommittee work, admissions liaisons, programming, mentor associated student organizations, mentor individual or informal groups of students, instrument or equipment maintenance, student testing or juries at all levels, student awards, advising on or supervising internships, advising independent research projects, and any other projects that further the community and academic experience of the department.

b. University Service

Service within the University is distributed across faculty committees and other engagements that advance curricular and co-curricular experiences for students. Faculty without a leave in a given academic year are expected to fulfill University service obligations. Faculty members engaging in the following activities will fulfill their University service through one of these activities: Faculty Personnel Policy and Review Committee, Curricular Policy and Planning Committee, Faculty Priorities and Governance Committee, University Strategic Planning Committee, Student Academic Life Committee, Faculty Development Committee, Institutional Review Board (IRB), and other single committee work that the Review Committee assesses to fulfill University service. Faculty members not serving on one of those committees will instead fulfill their University service through any combination of two or more of the following activities: all other faculty committees, interdisciplinary program committees, Q, W, S competency committees, Honors and Fellows program steering committees and mentoring of student work in these programs, DePauw Dialogue planning committee, any ad hoc committee,

participation in community outreach programs affiliated with the university; and similar activities that show a commitment to the good of the university.

c. Professional Service

Beyond scholarly activities directly related to participation in learned societies, a candidate could fulfill their professional service by participation in professional societies, journals, institutes, governmental agencies, and the like. This might include organizing conference sessions, being a juror at competitions, visiting schools for accreditation reviews, holding office in professional societies or foundations, and similar service activities which are related to the individual's fields as either a scholar or teacher.

For time preceding July 1, 2020, the following standards should be used in the evaluation of service:

a. Departmental Service

Evidence might include effective participation in departmental governance, including committee assignments; effective advising of majors and minors; participation in curriculum and course development; resource acquisition, laboratory supervision, maintenance of office and lab equipment or musical instruments; and similar activities.

b. University Service

Evidence might include effective participation in university governance, including committee assignments; effective advising of first year students and/or student organizations related to academic life; effective work in developing interdisciplinary or general education programs; administrative assignments and appointments; participation in community outreach programs affiliated with the university; and similar activities that show a commitment to the good of the university.

c. Professional Service

Beyond scholarly activities directly related to participation in learned societies, a candidate could supply evidence of service to professional societies, journals, institutes, governmental agencies, and the like. Evidence might include chairing conference sessions, being a juror at competitions, visiting schools for accreditation reviews, holding office in professional societies or foundations, and similar service activities which are related to the individual's fields as either a scholar or teacher.