

Faculty Annual Report Guide: Service

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ServiceOverview

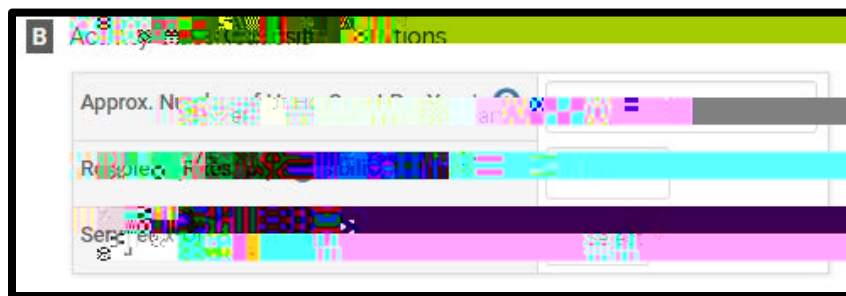
The Service Forms enable you to report your service in one of four categories: (1) Institutional Committees, (2) Other Institutional Service, (3) Professional Service, and (4) Community Service. To report service activities, click on the button for the corresponding category for that activity.

The following **university-wide** committees are available to choose from:

- x Academic Technology Advisory Board

Institutional Committee Service Section B Activity Classifications (Required)

Appearance



Editing

Required: Specify the approximate number of hours you spend on the activity each year, your role or responsibility (Member, Chair, Co-Chair, or Other), and if you served Ex-Officio (Yes/No).

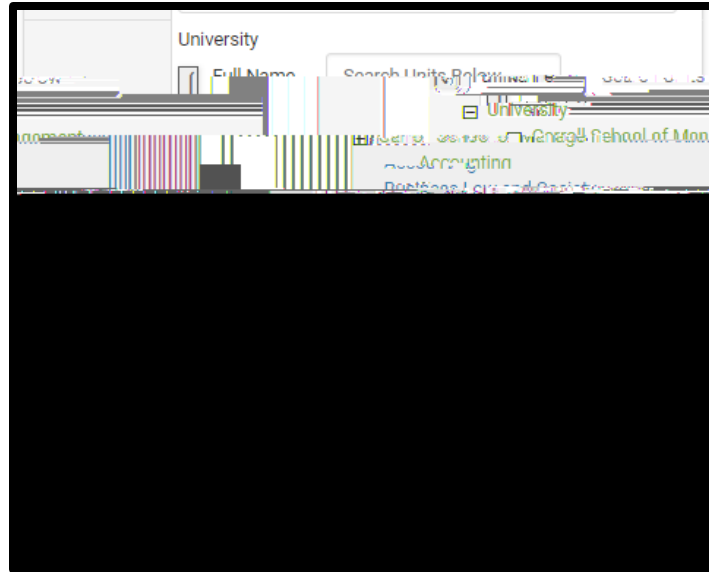
Institutional Committee Service Section Attachments(Optional)

Appearance

OR

Editing

Optional: You can upload files



Optional: Description of the activity.

Other Institutional Service Section C: Attachments (Optional)

Appearance



OR

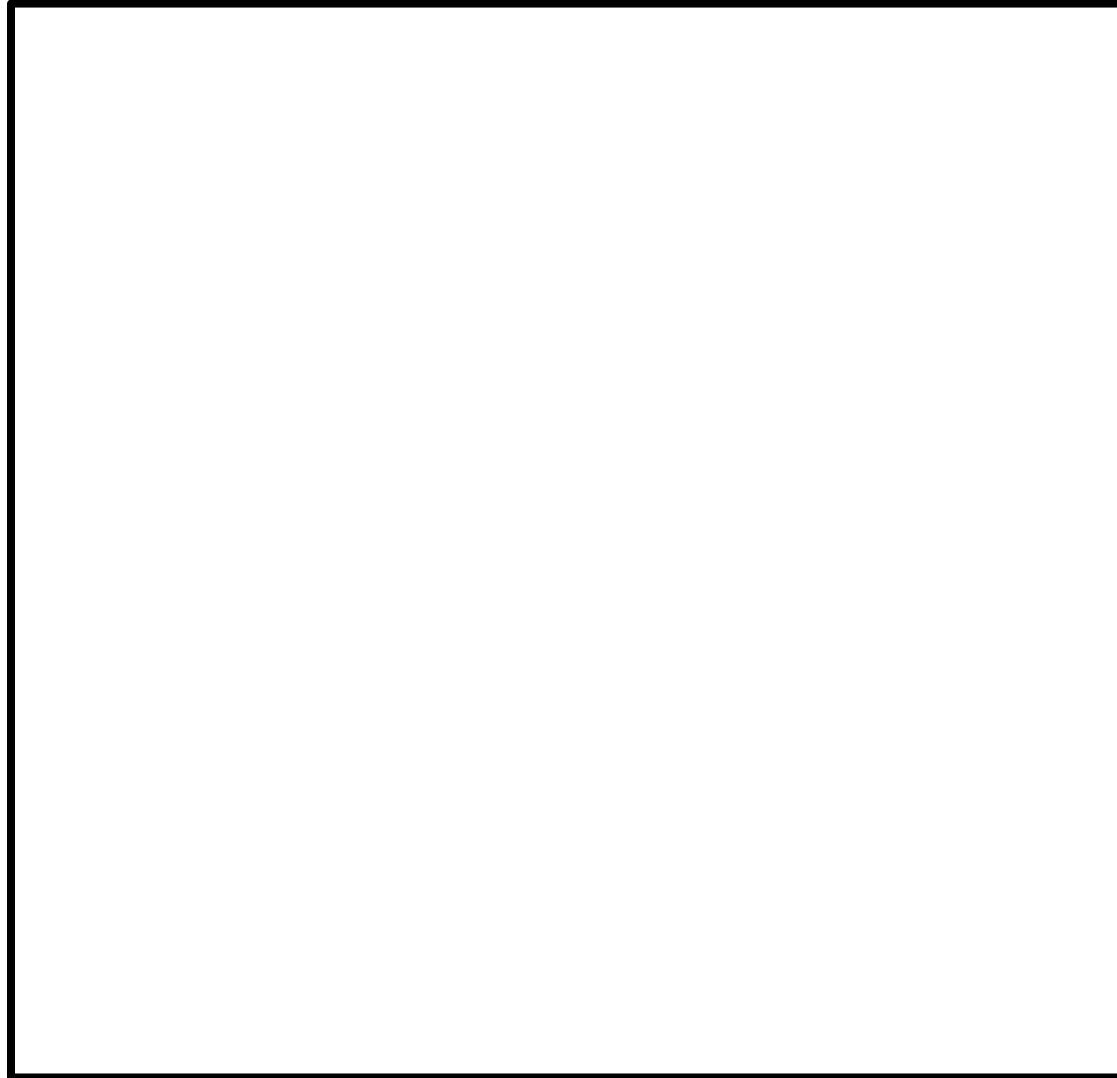


Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Other Institutional Service activity.

Professional Service Section A: Input Form (Required)

Appearance

A large, empty rectangular box with a black border, intended for the user to provide their appearance information.

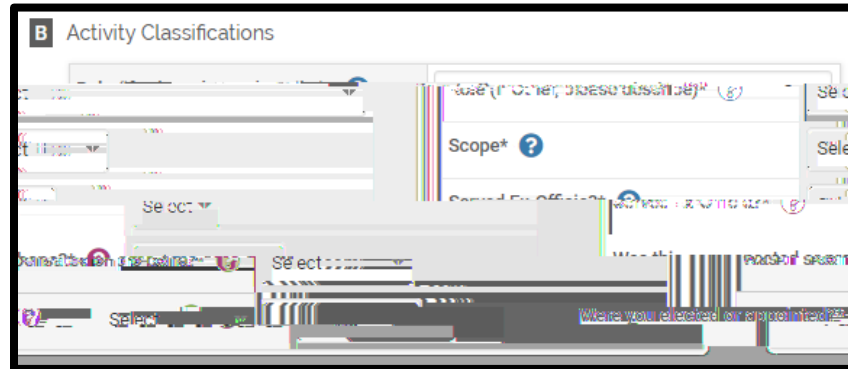
Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 22), the Organization/Committee/Journal, and number

Professional Service Section Activity Classifications (Required)

Appearance



Editing

Required: Specify your role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

The following roles are available for Professional Service:

- Advisory Committee
 - Chair
 - Member
- Attendee, Meeting
- Board of Advisors
 - For-Profit
 - Non-Profit
- Board of Directors
 - For-Profit
 - Non-Profit
- Chairperson
- Committee
 - Chair
 - Member
- Conference Organizer
- Conference-Related
- Editor
- Associate Editor
- Journal Editor
- Senior Editor
- Editorial Review Board Member
- External Reviewer
- Member
- Officer
 - Other Officer
 - President/Elect/Past
 - Secretary
 - Treasurer
 - Vice President
- Pre-Publication Reviewer
 - Ad Hoc
 - Book
 - Conference Paper
 - Journal Article
- Textbook
- Prepare/Grade Certification Exams
- Program
 - Coordinator
 - Organizer
- Research Prize
- Reviewer
 - Grant Proposal
 - Research Prize
 - University Tenure and Promotion Cases
- Session Chair
- Task Force Chair
- Task Force Member
- Track Organizer
- Workshop Organizer
- Other

If selecting Other, a text box will appear to specify your role.

Professional Service Section C: Attachments (Optional)

Appearance

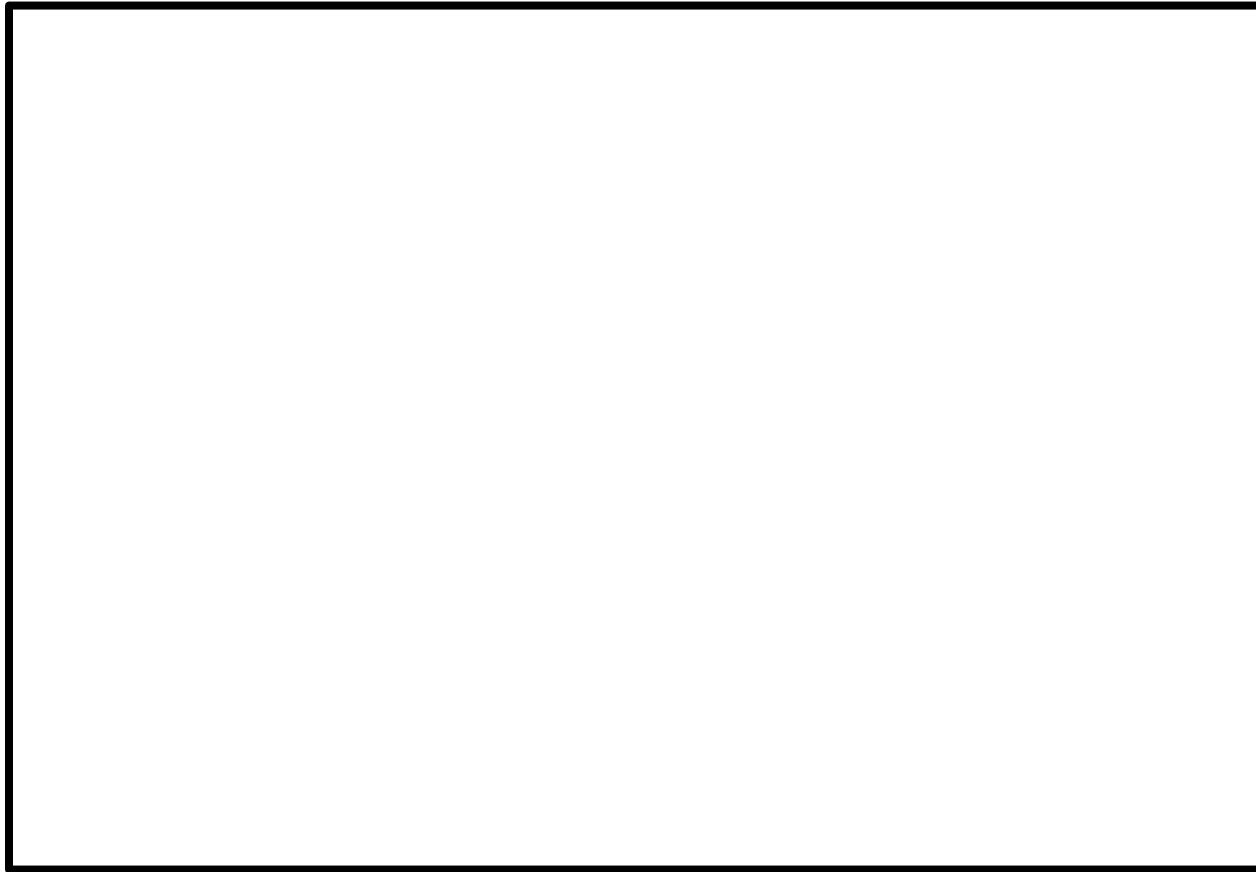
OR

Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Professional Service activity.

CommunityService Section A: Input Form (Required)

Appearance

A large, empty rectangular box with a black border, intended for the user to input their appearance information for the CommunityService Section A.

Editing

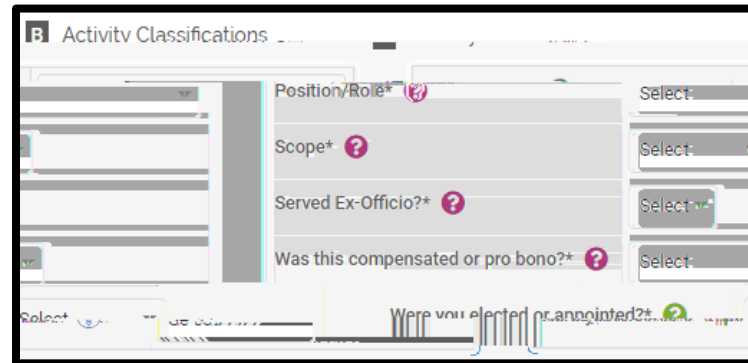
All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 22), the Organization/Committee/Club, number of hours you spend each year on the activity, and City/State/Country, and a brief description of key accomplishments.

Optional: The exact start and end date, which is different from tagging the start and end semester for the activity.

CommunityService Section B: Activity Classifications (Required)

Appearance



Editing

Required: Specify your position/role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

The following positions/roles are available for Community Service:

- x Attendee, Meeting
- x Board Member
- x Chairperson
- x Committee
 - o Chair
 - o Member
- x Discussant
- x Grant Proposal Reviewer, External
- x Guest Speaker
- x Member
- x Officer
 - o Other Officer
 - o President/Elect/past
 - o Secretary
 - o Treasurer
 - o Vice President

CommunityService Section C: Attachments (Optional)

Appearance



OR



Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Community Service activity.

Tagging a Service Activity with a Semester and Year

For each service activity, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a service activity tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).

