Faculty Annual Report Guide: Service

Contents

Service Overview 2
Institutional Committee Service Section A: Input Form (Required) 4
Institutional Committee Service Section B: Activity Classifications (Required) 6
Institutional Committee Service Section C: Attachments (Optional) 7
Other Institutional Service Section A: Input Form (Required) 8
Other Institutional Service Section B: Activity Classifications (Required) 10
Other Institutional Service Section C: Attachments (Optional) 11
Professional Service Section A: Input Form (Required) 12
Professional Service Section B: Activity Classifications (Required) 14
Professional Service Section C: Attachments (Optional) 16
Community Service Section A: Input Form (Required) 17
Community Service Section B: Activity Classifications (Required) 19
Community Service Section C: Attachments (Optional) 21
Tagging a Service Activity with a Semester and Year 22

Service Overview

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.

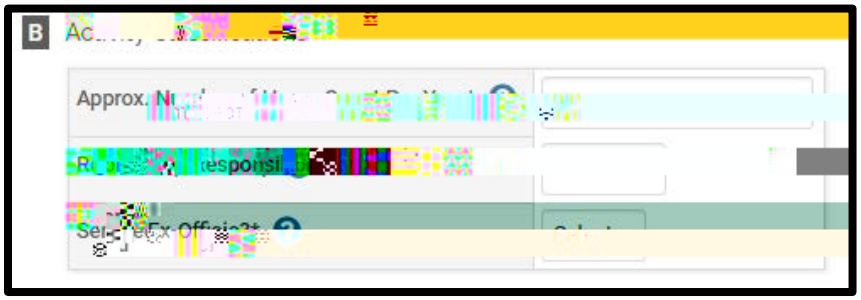
FAR GUIDE –

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

- 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 fi[q5-3.3(o)1.3(e3 ▶DC DC 213 00 TwP f◀A13d[c)-1.3hanU UL◀S aUlb1.04 snar 0.5(t)-12.3(it0( )Tjrc)-1.elA13d[ev56 Tm00 TwPnl6(U)-1.3 Tw 6

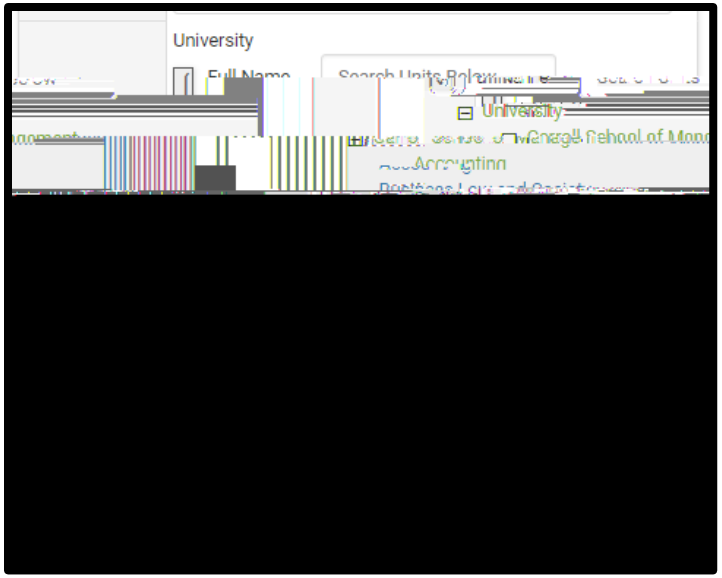
Other Institutional Service Section A: Input Form (Required)

Appearance

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 Other Institutional Service activity (see p. 22), the title, and unit (i.e., university, school, or department). To specify the unit, click on and choose from the list. You can use the icon to expand a list of department for CSOM, LSOE, MCAS, SSW, or STM.



Optional: Description of the activity.

Other Institutional Service Section C: Attachments (Optional)

Appearance

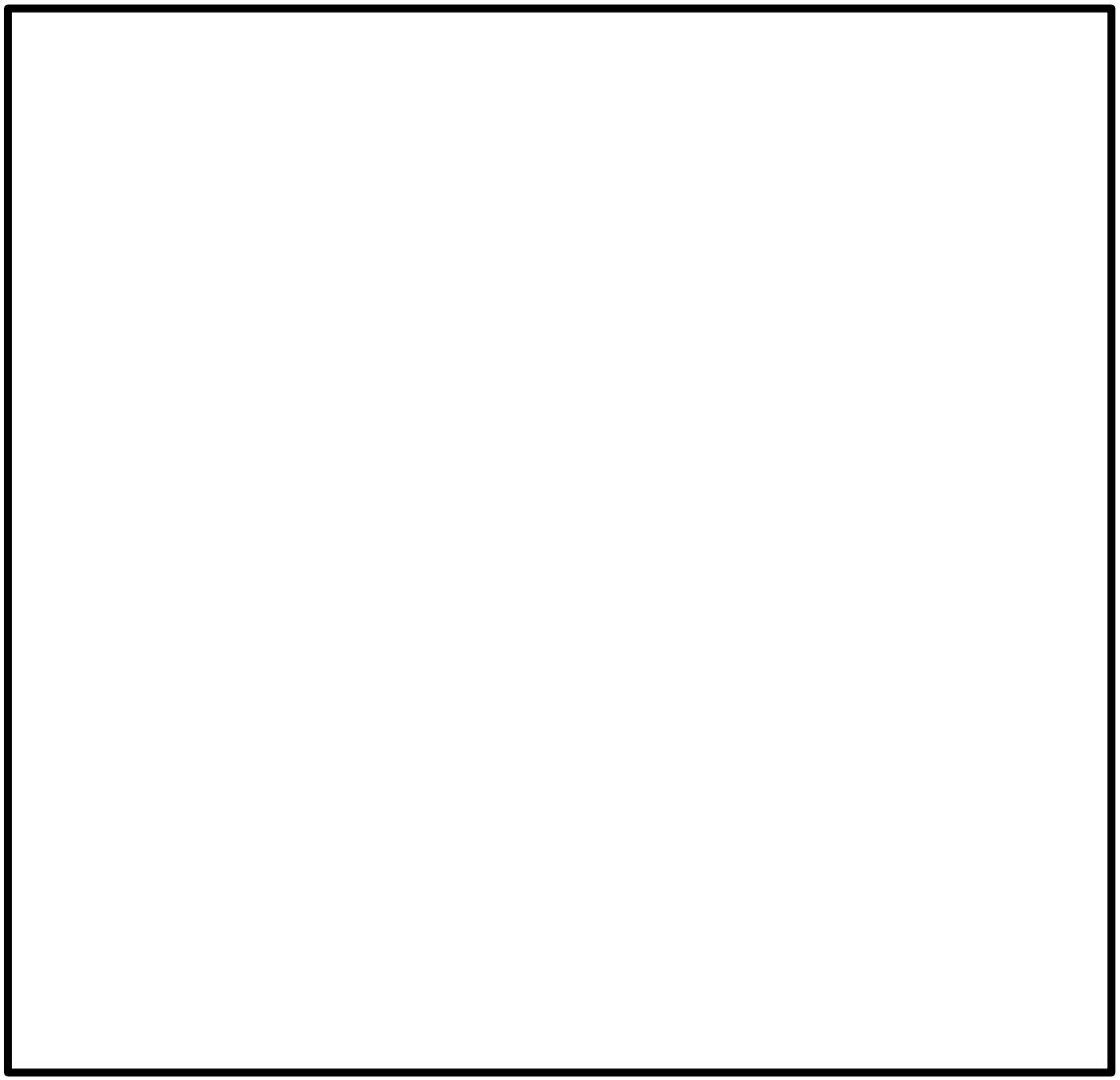
OR

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



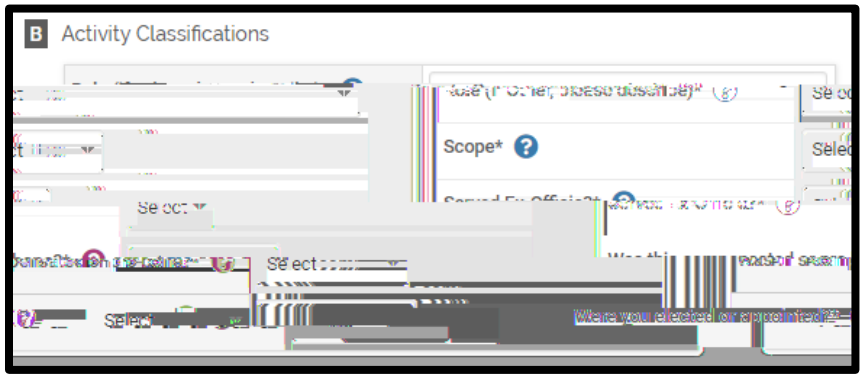
Editing

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 B: 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:

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

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

Professional Service Section C: Attachments (Optional)

Appearance

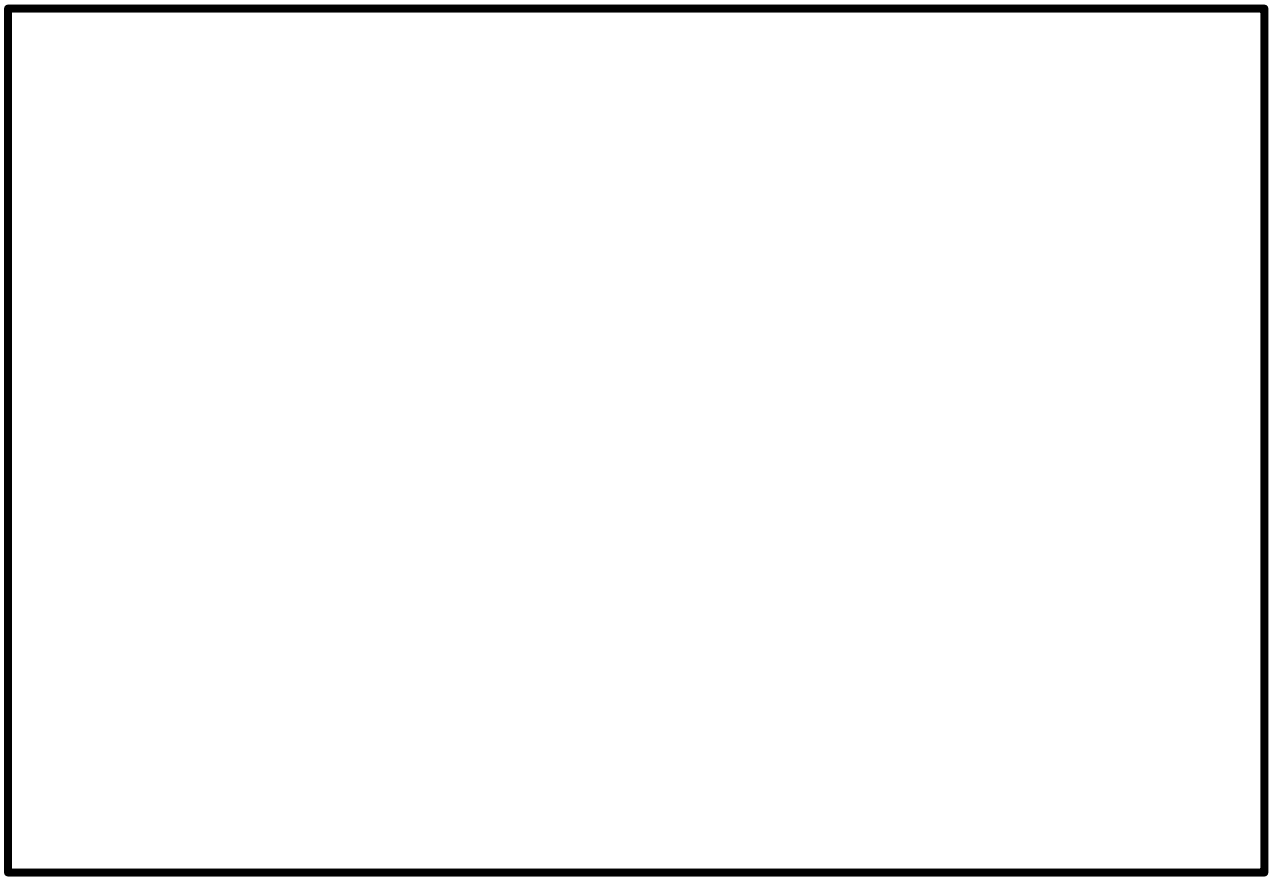
OR

Editing

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

Community Service Section A: Input Form (Required)

Appearance



Editing

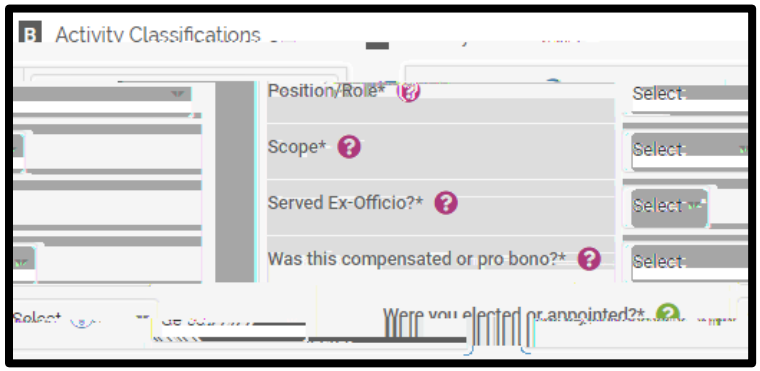
All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

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.

Community Service Section B: Activity Classifications (Required)

Appearance



Editing

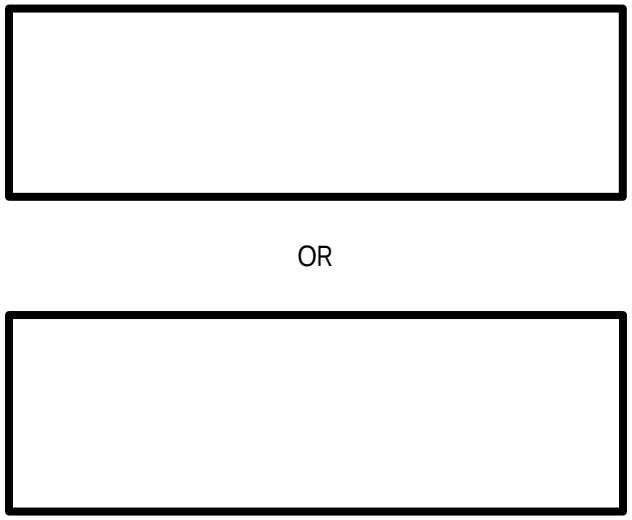
Required: Specify your position/role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

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

Community Service Section C: Attachments (Optional)

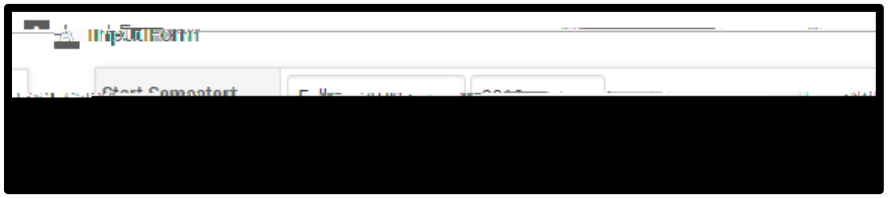
Appearance



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).