Service incorporates activities beyond teaching and scholarship through which faculty utilize their skills and expertise to benefit Tarleton, their academic discipline/profession, and their community. Tenured faculty should show a consistent record of service over the specified evaluation period.

**Components of Service Effectiveness**

It is critical to the promotion and tenure review process that the candidate and department head provide *clear and appropriate documentation* to support a candidate's service effectiveness. Documentation may take the form of letters, certificates, programs, registrations, newsletters, and media, among others.

**SERVICE CATEGORIES**

**Tarleton:** Involvement in the process of university governance and mission through committees, task forces, and/or special assignments for the university, college, department, and/or program.

**Academic Discipline/Profession:** Leadership roles or participation in discipline related activities and/or professional societies.

**Community:** Community development and education which is not a direct component of their Tarleton or academic/professional discipline.

*Each year of service activity for one particular service counts as a service activity. For example, if a faculty member served on a University committee for 4 years that activity would count as 4 service activity points.*

Examples of service in the above categories:

**Tarleton Service**

- Member of a standing university, college or departmental committee.
- Member of an *ad hoc* university, college or departmental committee (including a search committee).
- **Recognition of service excellence** in the form of service awards and/or other special recognition of service.
- Administration, directorship, supervision, coordination, etc., of student organizations.
- Assisting with planning, development, or operations of events, contests, tournaments, training at Tarleton.
• Recruitment, advising, mentoring, sponsorship, partnerships, alliances, etc.
• Other administrative responsibilities as assigned.

Academic Discipline/Profession
• Editor or publisher of an academic journal related to the faculty member’s appointment.
• Chair, president, or officer of a local, state, regional, national, or international academic organization.
• Development/Coordination of events, contests, tournaments, training, etc. related to a local, state, regional, national, or international academic organization.
• Speaking engagement related to academic discipline at a local, state, national or international professional, civic or religious organization.
• Panel chair or discussant at an academic conference related to the faculty member’s appointment.

Community
• Speaking engagement at a local, state, national, or international professional organization.
• Development/Coordination of events, contests, tournaments, training, etc. at a local, state, regional, national, or international organization.
• Chair, president, or officer of a local, state, regional, national, or international organization.
• Participation in outreach programs, e.g., Meals on Wheels, Boy Scouts of America, STEM clubs for K-12 grades, or ESL.
• Involvement in civic organizations, e.g., school board, Lion’s Club, Rotary Club or Optimist Club.

Other
• Other service activities as agreed upon by the department

SERVICE EXPECTATIONS FOR POST-TENURE REVIEW

As part of the post-tenure review process, tenured faculty are expected to demonstrate an on-going commitment to serving Tarleton, their discipline, and/or their community, preferably in a leadership role. Tenured faculty must exhibit leadership and mentorship to Tarleton, their discipline, and/or their community seeking service opportunities while continuing effective service. Minimum service requirements are ten activities, (or 5 service activities if in a leadership role), three of which must be Tarleton service.