

**Professional Service Rubric for Promotion & Tenure
College of Agriculture & Environmental Science**

Service to University

Level I

- Conduct a workshop/ Chair/Coordinate or Direct a university sponsored event (e.g. contest, tournament, student recruiting, summer camp)
- Direct & advise student group or coordinate broader student engagement extracurricular organization (i.e. greek, evaluation teams, departmental or college organizations, judging contest, Extension event, serving as a club advisor)
- Fundraise \$5,000 to \$10,000 to support non-research or teaching activities
- Chair a university, college, or departmental committee
- Serve as a faculty senate officer
- Supt. or Chair a COAES FFA contest

Level II

- Participate on search committee, faculty development workshop, college committee, etc.
- Foster opportunities for student internships
- Fundraise \$1,000 to \$4,900 to support non-research or teaching activities
- Present university related seminar, brown-bag program, or demonstration
- Advise students at orientation
- Serve as a faculty senator and having regular attendance
- Assist FFA superintendent with implementation of a contest
- Assist with university sponsored event (e.g. tournaments, student recruiting, summer camps, orientations)

Level III

- Fundraise \$0 to \$999 to support non-research and teaching activities
- Volunteer (campus fundraiser, food pantry)
- Represent college (COAES) at on campus events (e.g. homecoming activities such as college alumni breakfast, parade; university sponsored development activity, host guest/potential collaborators)
- Assist students in career development and employee searches
- Serve as a consultant in other disciplines/departments

Service to Profession**Level I**

- Hold office in a professional association
- Coordinate a workshop or continuing educational event within a professional association
- Serve as a journal reviewer
- Lead Extension-type event
- Chair or organize a conference session at a professional meeting
- Serve on an industry board
- Officer of a national, regional, or state professional organization
- Invited speaker at a state conference
- Serve as a committee chair with a professional organization

Level II

- Participate in industry event (booth, panel representative)
- Membership on a state or regional committee of a professional organization
- Attend national or international conference
- Membership on a national committee of a professional organization
- Serve as moderator at a professional conference, workshop, or meeting

Level III

- Serve as program chair of a local professional organization
- Attend a state or regional professional conference, workshop and meeting
- Work with local professional affiliate

Community & Public Service

Level I

- Chair/coordinate charitable project/event
- Serve as a volunteer leader (4H, FFA, city, school district, Big Brothers/Big Sisters, county, state, etc.)
- Hold office in a civic organization or professional board
- Chair/coordinate civic event or training
- Speak at a community, civic, or similar organization
- Provide community/outreach training
- Judge national/state show or event

Level II

- Involvement in community activity and civic event
- Participation in continuing education within the community, etc.
- Assist with a community service activity (e.g. dairy-fest, rodeo, stock show, etc.)

Level III

- Membership in civic organization
- Member of church group or civic group (e.g. Lions club, Rotary)
- Participation in civic or community activity or events
- Work with local charitable organization

For promotion from 1) Assistant to Associate Professor with Tenure, and 2) Associate to Full Professor, minimum expectations (for each step) are a minimum of one level I in each category (University, Profession, Community) each year (or an aggregate).

Level I's can be substituted as follows:

Two Level II = One Level I

Two Level III = One level II

The intent is that the university's core values (Integrity, Leadership, Tradition, Civility, Excellence, and Service) will be utilized within all service engagements and professional activities as well as promote collegiality.

These service requirements are departmental dependent and the department heads, with consultation from their faculty, have the latitude to adjust minimum expectations for faculty members

The above items listed within the rubrics of service to the university, service to the profession and community and public service are examples. Other service may be fully recognized at the discretion of the department head, dean and faculty member.

NOTE: (Several of the service recommendations sent to the committee have been referred to the teaching committee)