

SERVICE GUIDELINES FOR POST-TENURE REVIEW COLLEGE OF SCIENCE AND TECHNOLOGY

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 multiple-year service activities is counted as one service activity.

Examples of service in the above categories:

Tarleton Service

- Member of a standing university committee.
- Member of an *ad hoc* university 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, civic or religious organization.
- Development/Coordination of events, contests, tournaments, training, etc. at a local, state, regional, national, or international civic, religious, or political organization.
- Chair, president, or officer of a local, state, regional, national, or international civic, religious, or political organization.
- 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, or Optimist Club.
- Performing a formal proposal review for a government agency, in a profession-related field.

SERVICE EXPECTATIONS FOR POST-TENURE REVIEW

As part of the post-tenure review process, tenured faculty should show an on-going commitment to serving Tarleton, their discipline, and/or their community. Tenured faculty must strive to demonstrate leadership and mentorship to Tarleton, their discipline, and/or their community seeking service opportunities while demonstrating continuing, effective service. Minimum service requirements are ten activities, three of which must be Tarleton service.