

## **SERVICE GUIDELINES FOR PROMOTION AND TENURE COLLEGE OF SCIENCE AND TECHNOLOGY**

The review committee will consider faculty members' service records in assessing qualifications for advancement in rank and tenure. 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. Faculty seeking promotion and tenure 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.

## **SERVICE EXPECTATIONS**

### **Promotion from Lecturer to Instructor**

No service requirement for promotion from Lecturer to Instructor.

### **Promotion from Instructor to Assistant Professor – non-tenure track**

Minimum service requirements for promotion to assistant professor include a minimum of five service activities over the last five years.

### **Promotion from Assistant Professor to Associate Professor**

Minimum service requirements for promotion to associate professor include at least ten service activities since appointment as assistant professor, three of which must be Tarleton service.

### **Promotion from Associate Professor to Full Professor**

Minimum service requirements for promotion to full professor should include at least ten service activities in the recent five years, three of which must be Tarleton service.

### **Post-Tenure Review (separate document?)**

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.