

# 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

## ServiceOverview

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:

- x Academic Technology Advisory Board

## Institutional Committee Service Section B Activity Classifications (Required)

### Appearance



The screenshot shows a form titled "B Activity Cl..." with three main sections:

- Approx. Ni**: A dropdown menu with a value of "888" selected.
- Respon**: A dropdown menu with a value of "888" selected.
- Serv**: A dropdown menu with a value of "888" selected.

There is a "Select" button next to the "Serv" dropdown.

### 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

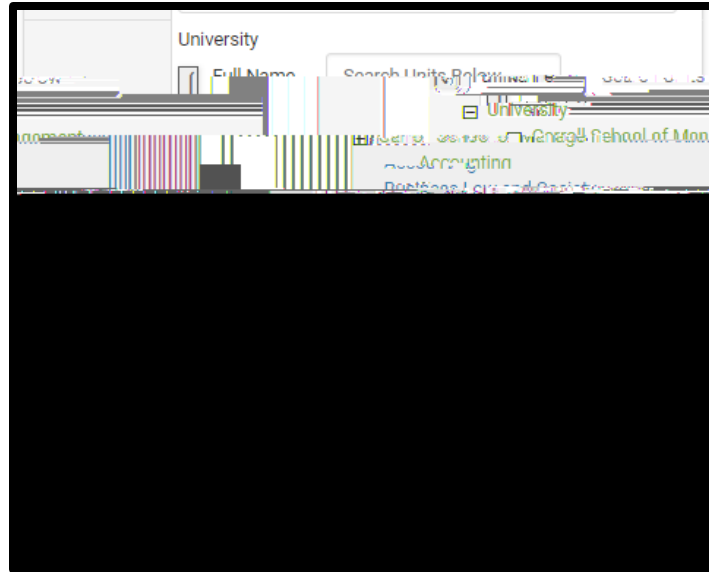
OR

Editing

Optional: You can upload files







Optional: Description of the activity.



## Other Institutional Service Section C: Attachments (Optional)

Appearance



OR

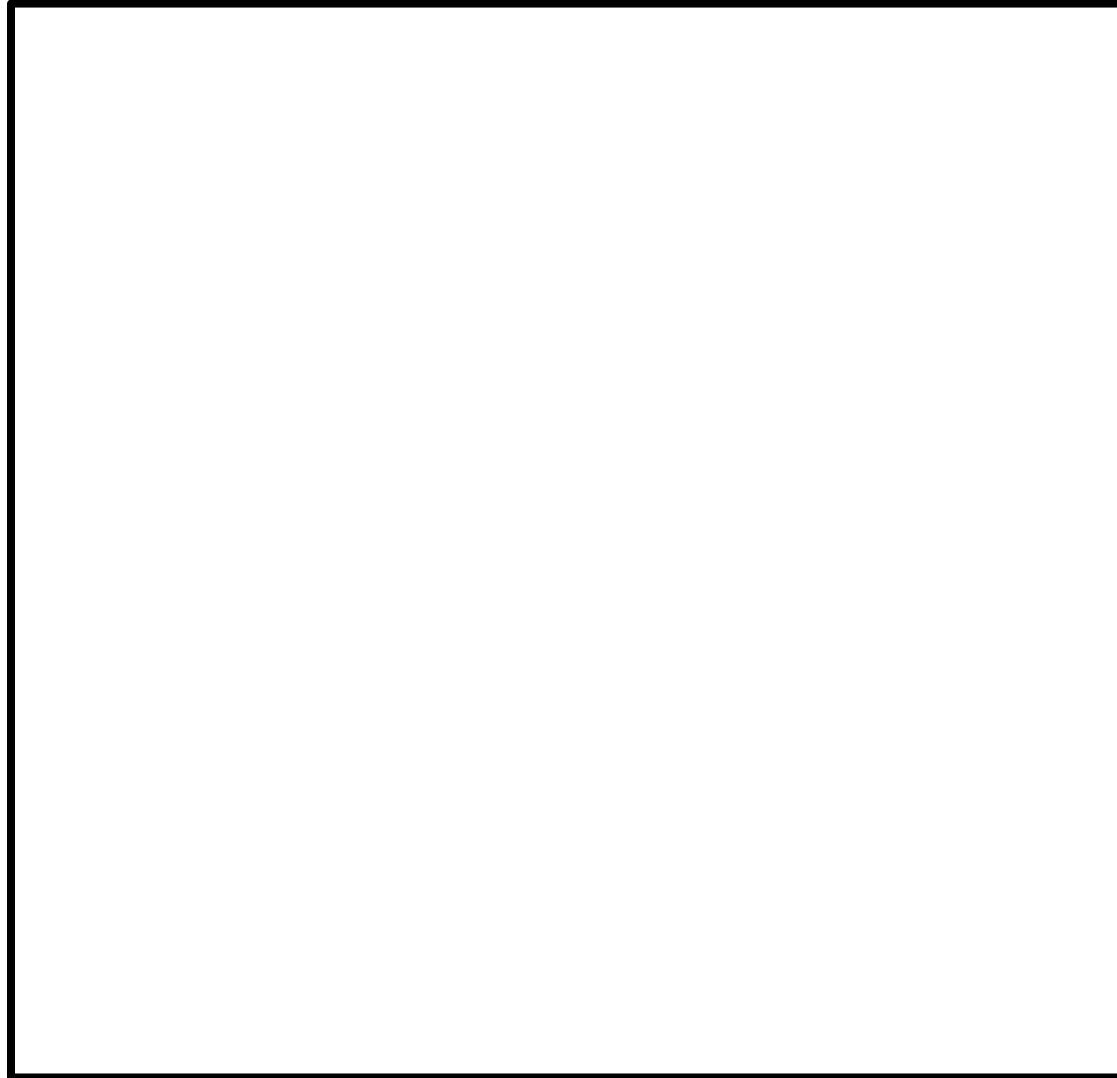


Editing

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

A large, empty rectangular box with a black border, intended for the user to provide their appearance information.

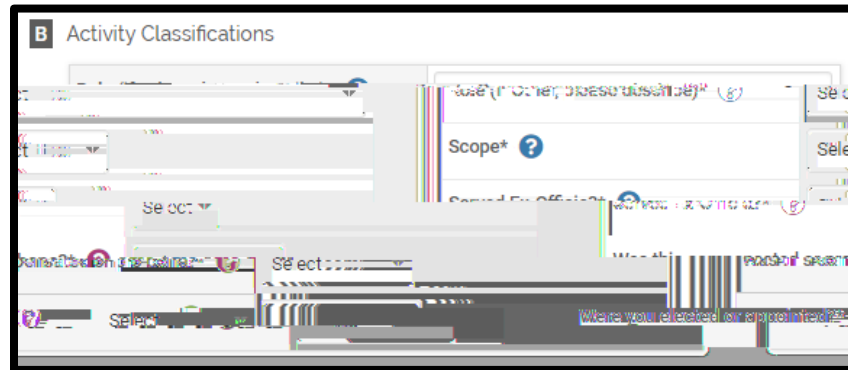
## Editing

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 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

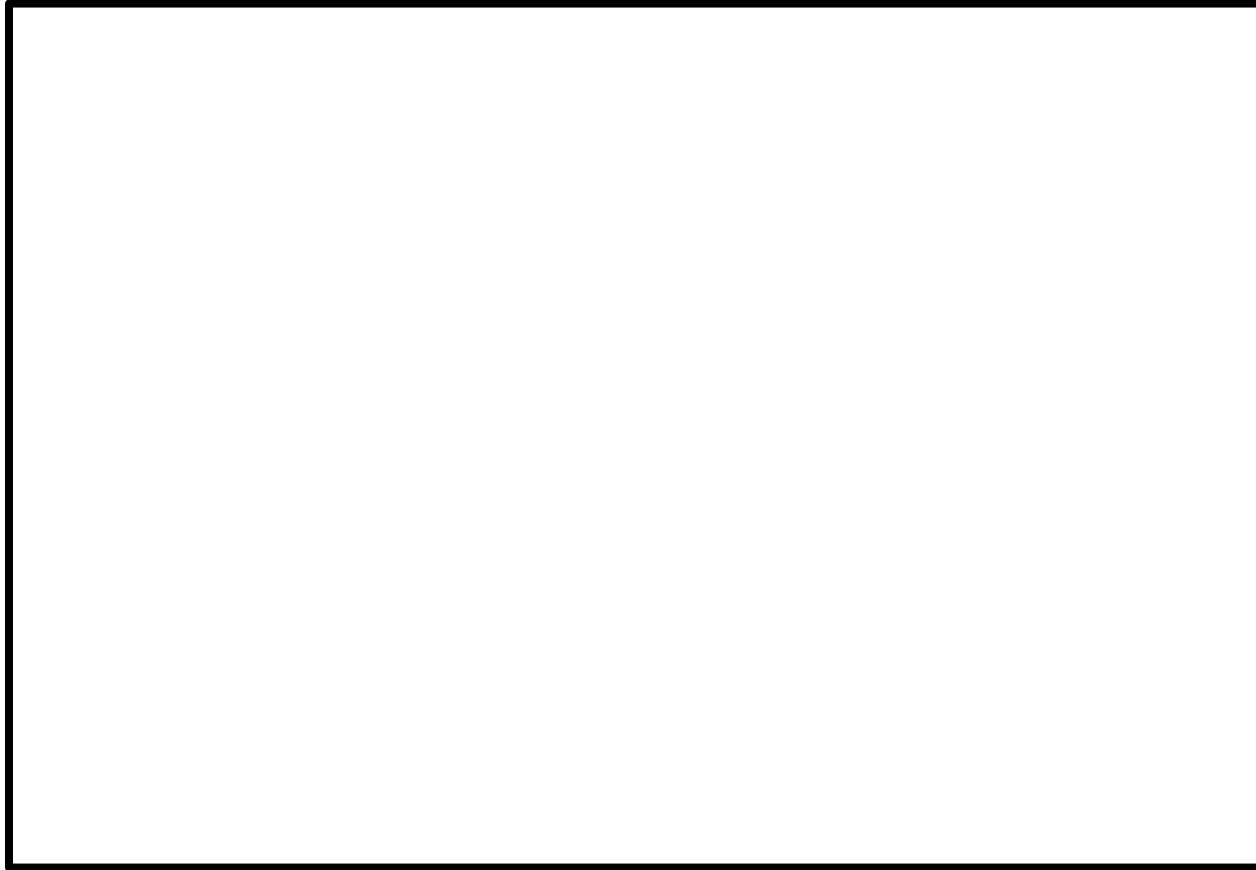
Editing

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



## CommunityService Section A: Input Form (Required)

Appearance

A large, empty rectangular box with a black border, intended for the user to provide their appearance details for the Community Service Section A.

## Editing

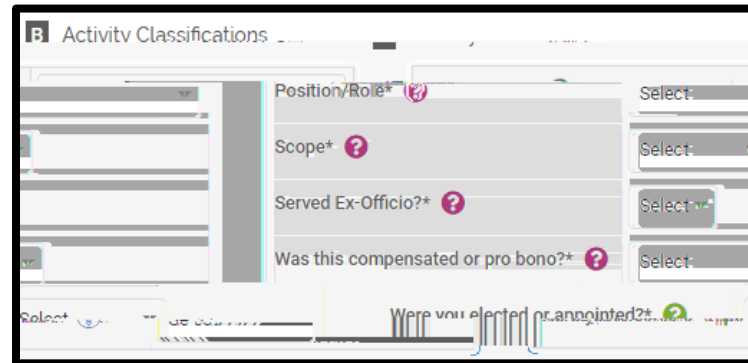
All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

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.

## CommunityService 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

## CommunityService 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).

