**Service Expectations**  
Early Career Faculty Workshop  
2018  
Sarah Penniston-Dorland  
Anantha Aiyyer  

**References**  
Faculty Life: Scholarly Service.  
http://teachingcommons.cdl.edu/cdlip/facultyservice/index.html  
http://fortune.com/2014/08/19/why-saying-no-gets-you-ahead/  
Ward, Kelly, 2003, Faculty Service Roles and the Scholarship of Engagement.  

---

**What is service?**  
• Activities in which faculty members offer professional knowledge, skills, organization, and advice to their communities  
  – Department  
  – University  
  – Profession  
  – Public  
• Service requirements of faculty are often vaguely defined

---

**What is the right balance between service, teaching, and research?**  
• Discuss at your table what the expectations are for you at your institution.  
  • % service?  
  • % teaching?  
  • % research?

---

**Examples of Service: Department**  
• Member of departmental committee  
  • Early Career  
  • Admissions  
  • Search  
  • Seminar or colloquium coordinator  
  • Writing letters of recommendation for students  
  • Mentoring students and student organizations  
  • Chair of departmental committee  
  • Graduate or undergraduate director  
  • Department Chair  
  • Others?  
  • Early Career

---

**Examples of Service: University**  
• Member of University committee or Senate  
  • Early Career  
  • Chair of University committee  
  • Involvement in Administration  
  • Others?  
  • Middle to Late Career
Examples of Service: Professional
- Reviewer for journal
- Reviewer for funding agency
- Convenor of sessions at conferences
- Editorial board for journal
- Serve on panel for funding agency
- Organize community scientific endeavours
- Contribute to educational infrastructure

Examples of Service: Community
- Career Fairs
- Alumni Panels
- Demonstration at school/community event
- Non-profit/community group board member

Reasons to perform service
- Required by Institution
  - Learn what is expected by your institution for promotion/tenure
  - Faculty handbook
  - Senior faculty or mentor
- Visibility in the professional community
  - Consider future letter writers
  - May lead to opportunities in the future
- Develop a professional network
  - Meet people who may be future research or teaching collaborators
  - Maintain relationships and develop sense of collegiality
- Learn the “ropes”
  - Become familiar with grant-funding processes
  - Become familiar with processes involved in publication
- Desire to learn and/or improve how organizations operate
  - Desire to “give back” to community

Reasons NOT to perform service
- Time restrictions
- Not aligned with your professional goals or personal interests
- Not something you are well-suited for

How do you get involved in service?

Questions to consider
- What are the responsibilities?
- How long is the commitment? How much time per week/month?
- Does it fit your professional goals or personal interests?
- Might it expand your opportunities in research/teaching/the community?
- What are the implications if you say yes?
- What are the implications if you say no?
Advice

• Identify organizations or activities that are important to you
• Service will not get you tenure, but the absence of service can be a detriment to promotion. Plan your commitments as you do your research and teaching
  • 33% research 33% teaching 33% service?
  • 50% research 25% teaching 25% service?
  • 70% research 10% teaching 10% service?
  • 50% teaching 35% research 15% service?
• It is likely that service commitments will change as you advance through your career
• It is okay to say “No.” Try to avoid becoming overcommitted.

How to say “No”

• Consider the request seriously
  • Who is asking you? Why?
  • What are the implications of saying “No”?
• If time is a major factor in your decision, then include a brief explanation of other time commitments.
  • “I am currently committed to X through the end of the semester.”
  • “I am currently reviewing 2 other manuscripts and will not have the time to devote to a thorough review of this manuscript in the timeframe required by the journal.”
• Provide context. If you are being asked to do something similar to existing commitments, then say so.
  • “I currently serve on another University committee.”
  • “I am already on the editorial board for Journal Y.”

How to say “No”

• Be respectful and polite in your “No”.
  • You may be asked to participate in an activity or group with a political, religious, etc. lean that you may feel uncomfortable aligning with
• Help the requestor find an alternative
  • Recommend other reviewers with a brief explanation of their expertise
  • Suggest early (earlier?) career individuals who might be looking for service activities
• Stand firm. It is your time they are asking for and you have a choice.
  • If you feel uncomfortable, ask a mentor or third party individual for assistance.

Questions to Ask Yourself When Deciding How to Allocate Your Time to Service Commitments

What do I value?
What are my professional goals?
What am I good at?

Spend a few minutes writing in your notes answers to these questions.
Write down some service commitments that meet these criteria.

What will I do to seek out these opportunities?