Service Expectations

Early Career Faculty Workshop
2018

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References

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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?

What are some examples of service activities?

- Write down some examples of service activities.

- Share your ideas with your table.

Examples of Service: Department

- Member of departmental committee
  - 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

Early Career

Middle to Late Career

- Others?

Examples of Service: University

- Member of University committee or Senate
- Chair of University committee
- Involvement in Administration

Early Career

Middle to Late Career

- Others?

Examples of Service: Professional

Early Career

- 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

- Others?

Middle to Late Career

Examples of Service: Community

Early Career

- Career Fairs
- Alumni Panels
- Demonstration at school/community event
- Non-profit/community group board member

Middle to Late Career

- Others?

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 20% 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?