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 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
- Others?

Examples of Service: University

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

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: 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
• Others?

Examples of Service: Community

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