

Service Expectations

Early Career Faculty Workshop
2019



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References
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<http://fortune.com/2014/08/19/why-saying-no-gets-you-ahead/>
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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 *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?

Middle to Late 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
- Others?

Early Career

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Middle to Late Career

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Examples of Service: Community

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

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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

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Reasons NOT to perform service

- Time restrictions
- Not aligned with your professional goals or personal interests
- Not something you are well-suited for

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How do you get involved in service?




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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?

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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.

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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."

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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.

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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?

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