

DOCUMENTING PROFESSIONAL SERVICE

| Evidence Required | Potential Locations | | | | |
|--|--|--|---|---|---|
| | Section I: CV | Section I: Reference Letters & Reports | Section II: Candidate's Statement | Section III: Evaluation of Professional Service | External Peer Review |
| Satisfactory University Service* | List of university service | Evidence (e.g., assigned responsibilities context, role, growth, impact) and basis for judging it satisfactory | Relevance to professional development and goals as well as evidence of impact | Annotation of roles, contributions, and impact | External assessment letters evaluate the achievement evident in the products of research. |
| Significance and impact of professional service | List of community, disciplinary/professional, and university service | Assessment of significance and impact to the context of the unit or campus mission | Relevance to professional development and goals and evidence of impact | Evidence of impact on constituencies and intellectual contribution from and to the discipline or profession | External assessment letters evaluate the adequacy of the evidence |
| Description of activity and individual's responsibility | List of positions (e.g., chair of committee, program organizer) | Evidence of candidate's contribution | Specific details on activity and roles, responsibilities, and contributions | Specific details on activity and roles, responsibilities, and intellectual contributions | |
| Growth and leadership | List of positions (e.g., chair of committee, program organizer) | Evidence of leadership | Self-assessment of growth and leadership | Annotation of specific roles, responsibilities, intellectual contributions | Comments on this criteria within letters from external reviewers |
| Publications related to service | List of refereed publications and non-refereed publications | Assessment of significance to the discipline, constituencies, and mission | Relevance to professional development and goals | Annotation on significance as intellectual work | Comments on this criterion within letters from external reviewers |
| Dissemination of results of service | List of presentations, workshops, and reports | Assessment of significance to the discipline or profession | Relevance to professional development and goals | Annotation of nature of dissemination as appropriate and effective | Comments on this criteria within letters from external reviewers |

*University service is necessary for promotion and/or tenure. It qualifies as professional if it is documented as intellectual work that relates to the discipline or to the mission of the university. For example, the economist on the task force charged with revising university revenue distribution policies may be performing professional service but the English professor would be engaged in university citizenship.