**Reporting Service Load Criteria**

**Considerations:**

1. Teaching releases for administrative responsibilities, chairing certain committees, or other special projects embed the service associated with those responsibilities within the teaching load reduction. Service associated with these responsibilities must be clearly articulated and does not count towards the general service load. The load should be reported here so that the service activity will appear in the annual report, but the box “*Check if included in teaching release or administrative load*” should be checked.

2. The service categories align with the tenure and promotion rubric.

3. Formula for committee service: Report total time = number of times attended per year times number of hours per meeting (times leadership factor, when appropriate). See description and leadership factor for committee categories A-D below.)

4. For all other activities, please include the total number of hours committed to the service activity.

Non-committee activities to be reported include:

* **University Service** (recruiting, outreach activities, sponsor of student organization, participation in previews, SciFest, etc.)
* **Church Service** (preaching sermons, leading Sabbath School classes, pathfinder leader, etc)
* **Community Service** (volunteering, leading student volunteer teams, etc.)
* **Scholarly Service** (general audience presentations, any other scholarly service not reported on the research FAR).
* **Other Service** that does not fit nicely into the four service categories above.

Specify the role you had in each service activity by type of role and include your specific title.

* **Leader** (chair, secretary, director, sponsor, etc.) [specific title]
* **Member** (committee member, organizational leadership member, etc.) [specific title]
* **Presenter** (sermon, lecture, discussion facilitator, etc.) [specify]
* **Participant** (a member of the group performing the service activity, etc.) [specify]
* **Other** [specify]

Committee assignments should be reported according to the calculations given for categories A-D as follows:

**A: Committees where attendance is the only requirement: vote and thoughts are needed but no other preparation (number of times attended per year x number of hours per meeting)**

Examples:

University committees

College committees

Departmental committees

Faculty meetings

**B: Committees where members have outside assignments such as benchmarking and reporting to the larger committee (number of times attended per year x number of hours per meeting x 2 or calculate the actual hours spent in preparation)**

Examples:

Honors Council

Faculty Research Review Committee

**C: Committee member is responsible for the agenda as secretary or chair or has a high level of outside commitment (number of times attended per year x number of hours per meeting x 2 or calculate the actual hours spent in preparation)**

Examples:

Chair or secretary of any standing committee, steering committee, task group

**D: Governance (number of times attended per year x number of hours per meeting x 3 or calculate the actual hours spent in preparation)**

Example:

Chair of senate

Executive secretary of senate

Chair of undergraduate council

Service activities have the A, B, C, D equivalent for church service (e.g., church board), community service (e.g., homeowners association board), and scholarly service (e.g., Conference organizing committee).

**Evidence:** sample copy of minutes or sample copy of agenda, link to public repository of committee documents (such as Google Drive or G drive).