

Service Criteria

Andrews University recognizes the importance of service both within and outside its academic community. The professional expertise and spiritual gifts of its faculty can bless and enrich a variety of communities. Service may be provided to different constituencies.

- **University Service** – includes department/school, college, and university-wide levels.
- **Church Service** – includes primarily the Seventh-day Adventist Church at the local, regional, and international levels; other religious or spiritual organizations would be included.
- **Community Service** – includes civic life, community service agencies, and other service at the local, national, and international levels.

While each type of community is worthy, faculty members are expected to provide substantial service to the university community, i.e., their department/school, college, and/or the university in general.

Desired characteristics of service

1. **Articulates a Christian Foundation of Service.** Faculty should engage in service activities from a clear, Seventh-day Adventist understanding of Christian service.
2. **Advances Andrews University’s Mission.** Faculty demonstrate effective service through active participation in the University community, contributing thoughts, expertise, and time to strengthen the University, promote its mission, and improve the experience of the student body.
3. **Advances Department Mission.** Faculty promote excellence within the department, developing a community where students and colleagues can grow professionally, spiritually, and in their own ability to serve others.
4. **Engages in Service to the Church or Community.** Faculty utilize their gifts to advance the mission of the church and/or support the community.

Rating Scale:

	Evidence of Good	Evidence of Very Good	Evidence of Excellent
Definition	Majority of the service contributions must exhibit the desired characteristics and must meet department/school expectations of service.	Majority of the service contributions must exhibit the desired characteristics; and must meet department/school expectations of service. The service must include successful leadership of committees or other units which have done significant work.	Majority of the service must exhibit the desired characteristics and must exceed department/school expectation of service. The service must be considerable and noteworthy with an extraordinary/ outstanding impact.
Scoring	Good in all four of the service criteria.	Very Good in three service criteria and Good in the remaining criteria.	Excellent in two service criteria and Very Good in the other two criteria.

Rubric:

	Good	Very Good	Excellent
Christian Foundation of Service	<p>Articulates a Christian philosophy of service that engages a Biblical worldview with service to others.</p> <p>Implements a personal philosophy of service in university and external communities.</p>	<p>Articulates a mature Christian philosophy of service that integrates a Biblical worldview with service both inside and outside the university.</p> <p>Demonstrates consistent and intentional service in university and external communities.</p>	<p>Exhibits an exemplary Christian philosophy of service integrating a Biblical worldview that has been presented or published in a scholarly or general audience venue.</p> <p>Recognized as a leader in Christian service in university and external communities.</p>
Advances University Mission	<p>Participates in College/University committees.</p> <p>Promotes the university and its mission through outreach activities.</p>	<p>Consistently contributes to College/University committees or represents the University on external committees.</p> <p>Documents impact of activities that promote the university and its mission.</p>	<p>Leads major College/University committees, sub-committees, task forces, or other internal or external university initiatives.</p> <p>Recognized as a leader in the university, with demonstrated and documented evidence of leadership roles and significant impact.</p>
Advances Department Mission	<p>Actively participates in department/school meetings, committees, and other service work.</p> <p>Documents consistent service to promote the department/school and its mission.</p>	<p>Provides leadership in the department/school through notable initiatives or committees, or represents department/school to external constituencies.</p> <p>Documents notable impact of service to the department/school.</p>	<p>Serves as a leader within the department/school, such as chair, program director/coordinator, or lead on a major institutional grant.</p> <p>Documents significant impact of leadership in the department/school such as through faculty mentoring, new initiatives, and other projects that advance departmental mission.</p>

	Good	Very Good	Excellent
Service to Church or Community	Serves the church and/or community beyond the university through participation in activities such as volunteer roles, speaking engagements, or service initiatives. Documents consistent involvement and contribution to the well-being of the church or community.	Provides meaningful or leadership-level service in the church or community (e.g., leadership roles, major speaking engagements, or sustained initiatives). Documents impact of service on the church or community, including evidence of recognition or influence.	Serves in significant leadership roles or is recognized as a leader in the church or community at the local, regional, national, or international level. Documents substantial and sustained impact, including leadership, mentorship of others, recognition through awards, invitations, or broad influence.

Documentation Samples for the Service Portfolio

Applicants will produce a narrative articulating how they fulfill each criterion and each narrative should be supported with a variety of documentation. While the determination of which samples to include will vary based upon the level to which the faculty is applying and the focus of their application, items with an asterisk (*) are essential to any application.

1. Christian Foundation of Service

- a. *Letters, commendations, testimonials, press coverage, or thank you messages from students, staff, faculty, or community members evidencing Christian service in the university, church, or community.
- b. Syllabi, assignment instructions, or rubrics showing how service is integrated into course themes and instruction.
- c. Publications, presentations, or workshops highlighting service in the discipline or community. Personal statement of philosophy underlying your service.

2. Advances University Mission

- a. *List of university, college, and department/school committees served on, including roles and contributions.
- b. Documentation of participation and leadership in institutional initiatives (e.g., committees, task forces, accreditation, strategic planning).
- c. Evidence of contributions to advancing the university’s mission (e.g., program development, student success initiatives, outreach, recruitment).
- d. Letters or statements from chairs, deans, or colleagues documenting impact and effectiveness of service.
- e. Documentation of representing the university in external contexts (e.g., boards, partnerships, professional organizations).

3. Advances Department Mission

- a. *List of departmental service roles (e.g., committees, advising, program coordination).
- b. *Documentation of contributions to departmental initiatives (e.g., strategic planning, curriculum development, assessment, program review).
- c. Evidence of student advising and mentoring.
- d. Examples of leadership or contributions to departmental events, recruitment, or community-building efforts.
- e. Letters or statements from colleagues or students documenting impact on the department and its mission.

4. Community and Church Engagement

- a. *List of service activities, roles, or offices held in church and/or community contexts.
- b. *Documentation of participation (e.g., programs, bulletins, invitations, records of service).
- c. Evidence of leadership roles or significant contributions (e.g., organizing events, leading ministries, community initiatives).
- d. Documentation of impact (e.g., letters of commendation, awards, media coverage, testimonials).
- e. Evidence of mentoring others or extending influence (e.g., training volunteers, developing programs, speaking engagements).