

Appendix 9 – Service Rubric

A-Level (3 CH)	B-Level (2 CH)	C-Level (1 CH)	Non-Exclusive Evidentiary Support
University Service			
Holds a leadership position on a University Committee Holds a leadership position on Faculty Senate	Holds a leadership position on a standing departmental or program committee ^{2,3} Participates as an active member of a University committee ^{2,3}	Participates as an active member of a standing departmental or program committee ^{2,3}	Committee chair's report forms (CCRF)
Fulfills 3 work hours per week of unpaid department, program or university responsibilities in a quarter	Fulfills 2 work hours per week of unpaid department, program or university responsibilities in a quarter	Fulfills 1 work hour per week of unpaid department, program, or university responsibilities in a quarter	Documentation from Associate Dean of the Department or from the Dean of the College
Raises \$15000+ for the university	Raises \$5000+ for the university	Raises \$500+ for the university	Documentation from University Advancement
	Holds a leadership position on an academic review panel	Serves as member of a hearing panel	Documentation/Report from Title IX or Conduct Review Board directors, documentation of participation from dean or division chair
	Holds a leadership position on a taskforce, workgroup, or ad hoc committee focused on solving a specific problem ^{2,3}	Participates as an active member of a task force, workgroup, or ad hoc committee focused on solving a specific problem ^{2,3}	Documentation from Committee Chair, Associate/Assistant Dean or College Dean
	Participates in 1 off-campus recruitment event in a quarter ⁴	Participates in 3 on-campus recruitment events in a quarter ^{5,6}	Documentation from event organizer and/or photographic evidence of participation in the event(s)
	Supervises unpaid internship opportunities (e.g. PEAK)	Supervises work study students or teaching assistants	Documentation of supervision from ADP, Office of Finance, Assistant Dean of the department or Program Manager/Director
		Advises student club and/or organization	Documentation from Student Services Office
		Attends at least 3 student organization events, sporting events, or campus activities in a quarter ⁹ (unpaid)	Documentation from event organizer or Documentation through Engaged, ticket receipts, programs, photographic evidence of attendance at event, etc.

Appendix 9 – Service Rubric (Continued)

A-Level (3 CH)	B-Level (2 CH)	C-Level (1 CH)	
Professional Service			Non-Exclusive Evidentiary Support
Holds an active leadership position in a national or international organization relating to one's discipline	Holds a leadership position in a local, regional or state organization relating to one's discipline	Participates as an active member of a local, regional, state, national or international organization relating to one's discipline	Documentation of membership (i.e: copy of membership card), Documentation indicating role in organization
Serves as editor for a journal	Serves as peer reviewer for a journal		Documentation from journal editor, organization, license or certification issuing body
Develops a noteworthy national or international program that directly relates to one's discipline	Plans a regional or state conference		Documentation of activity from region, state, national or international program
	Leads an accrediting team for a professional organization	Serves on an accrediting team for a professional organization	Documentation from accrediting organization
Community Services			Non-Exclusive Evidentiary Support
Develops or Provides leadership in an active community service/civic organization or executes a new community service initiative	Serves as consultant to civic, community or government organizations	Participates as an active member in civic, community or government organization	Documentation of membership or leadership standing by program or bulletin, internet article, organization letter, or consultation contract,
Provides leadership in an educational or clinical organization Provides leadership to schools	Serves as consultant to educational or clinical organizations	Participates as an active member in educational or clinical organization	Documentation of leadership position/membership from program, letter bulletin, or from school administrators
Receives a community service award			Documentation of award from organization, press release, internet article, bulletin, program
	Provides unpaid professional services to a group	Participates in 3 community service activities in one quarter ⁹	Documentation from leader of group to which services are provided or from community service activity organizer, photographic evidence of service being performed
	Makes a presentation designed to enhance the public's understanding of one's field (unpaid)		Documentation of presentation by program or bulletin, internet article, journal, letter from organizer of presentation, photographic evidence, etc.

¹ Required for faculty applying for rank and promotion

² Add one CH of service for committees or task forces that meet the 5+ times a quarter.

³ Add two CH of service for committees or task forces that meet 8+ times a quarter.

⁴ Add one CH of service for every 1 additional off-campus recruiting event attended each quarter.

⁵ Add one CH of service for every 3 additional on-campus recruiting events attended each quarter.

⁶ On-campus recruiting activities include, but are not limited to Life Leadership weekend, Eagle Madness, and serving as a facilitator for Experiential Learning Activities during student orientation.

⁷ Add one CH of service for advising 20+ advisees.

⁸ Add 1.25 CH of service for advising 60+ advisees.

⁹ Add 1 CH of service for every 3 events attended.

Definitions:

University Committee: a university committee is one that reports directly to the Faculty Senate

Departmental Committee: a departmental committee is one that reports directly to the Dean of a College within the university