

Faculty Service Audit – Handout #2

THE PROBLEM

The Tuscan Department had a problem. As they conducted a departmental service audit, they found that some department service roles are more preferred than others, because they are more interesting or provide more campus-wide visibility to faculty members. Other service roles are seen as beneficial for helping faculty to establish better connections to campus leadership and gain “inside information” from connections within the university. There is not much transparency related to these desired service roles, leaving many faculty members feeling confused on how they can be nominated or sign up to serve. Additionally, senior faculty members tend to hold onto these service commitments. Many faculty members suspect the desired roles go to those who are considered favorites of the department chair.

A SOLUTION

The Tuscan Department decided to enact a new practice of sending out a Service Audit to be completed every spring when annual reviews were submitted. The Service Audit was brief but included a list of different service responsibilities, both those that faculty fulfill at the department level, and those that the department sends representatives to at the college and university level. Faculty were reminded of service expectations at the top of the form (e.g., how many committees faculty were expected to serve on based on career stage and appointment type). They were also asked to indicate which service roles they were currently playing that would continue into the following academic year. Then they were asked to check boxes of any service roles they would prefer to play in the future. Faculty were all asked to check at least some boxes. Department chairs and advisory groups then used these forms to assign roles for the following year.

FACULTY SERVICE AUDIT

Faculty Service Expectations

Assistant Professors	<ul style="list-style-type: none">• Serve on 2 college/university or department committees
Tenured Associate/Full Professors	<ul style="list-style-type: none">• Chair 1 department committee• Serve on 2 other college/university or department committees
Instructional Faculty	<ul style="list-style-type: none">• Chair 1 department committee• Serve on 3 or more other college/university or department committees

Please identify which service roles you are playing this year that continue into the following academic year.

Please check boxes of any service roles you would prefer to play in the future. We encourage all faculty to check at least some boxes.

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| Merit Review | Curriculum Review | Budget & Planning |
| Admissions and Fellowships | Workload Committee | Rep to University Senate |
| Promotion and Tenure Subcommittee | Research & Grants | IRB Representative |
| Representative to College Senate | Professional Track Faculty Committee | Faculty Development Committee |

Are you interested in chairing any committees? If so, which ones?
