



Faculty Activity Reporting Reference Guide

Service Screens

Prepared by
The Office of Institutional Research
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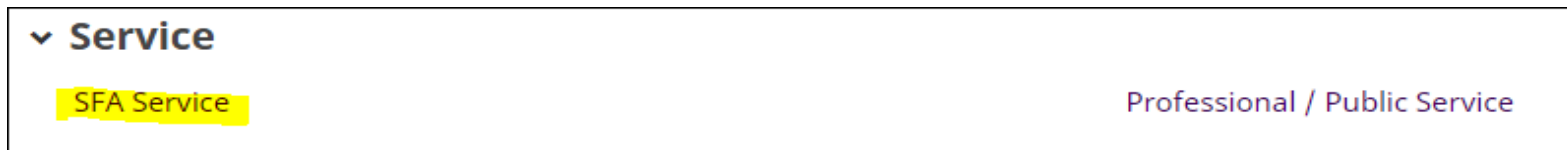
Type of Information AND Digital Measures Screen Name	Source of Data
SERVICE	
<u>SFA Service Screen</u>	Faculty Input

The SFA Service screen allows faculty to document service at the department, college, or university level. SFA service activities entered on this screen should involve no compensation (monetary or release time). Assigned committee work should be entered with a 'Committee' activity type. Conference attendance should be entered in a Professional Development screen. Participation in activities with compensation should be entered in the General Information section under Administrative Assignments or Academic, Government, Military and Professional Positions.

While it is appropriate to include offices held with professional organizations, simple membership in such organizations should be documented under Professional Memberships screen.

Academic Advising responsibilities may be detailed under Academic Advising. However, further information on the activities may also be provided under SFA Service.

1. From the Manage Activities screen, click the SFA Service link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

SERVICE

SFA Service Screen - Continued

- Complete the applicable fields for each appropriate service activity.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

- Click **Save And Add Another** to add all service activities relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

- When you return to the SFA Service main page, your data will appear in a list at the bottom of the section.

Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.

- When you have finished entering and double-checking your service activities, click **Return to Main Menu** to return to the **Manage Activities** screen.

< Edit SFA Service

Cancel

* Level

* Activity Name

* Activity Type

Explanation of "Other Contribution"

* Position/Role

Explanation of "Other"

* Approx. Number of Hours Spent Per Year

* Were you elected or appointed?

* Served Ex-Officio?

* Activity Description

* Responsibilities/Brief Description (30 Words or Less)

* Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For presently completed, specify the start date and leave the end date blank.

* Start Date ,

End Date ,

Type of Information AND Digital Measures Screen Name

SERVICE

SFA Service Screen - Continued

Common SFA Service activity types include:

1. Academic Advising
2. Administrative
3. Assessment – creating or updating assessment plan
4. Assessment – data and collection
5. Assessment – developing or implementing action plan
6. Assessment – graduate student work evaluation
7. Assessment – other
8. Assessment – undergraduate student work evaluation
9. Committee
10. Lecture
11. Miscellaneous Work with Students
12. Student Recruitment/Retention
13. Workshop
14. Other Contribution

Common SFA Service positions/roles include:

1. Administrative Assignment
2. Advisor/Co-Advisor
3. Coordinator
4. Chairperson/Co-Chairperson
5. Director/Co-Director
6. Faculty Senate

Example SFA Service

1. Student Advising
2. Election to Faculty Senate
3. Scholarship Committee
4. Faculty Search Committee
5. University Calendar Committee
6. Assessment Committee
7. Serving as advisor for student organization
8. Mentor fellow faculty member through tenure process
9. Review internal SFA grant applications

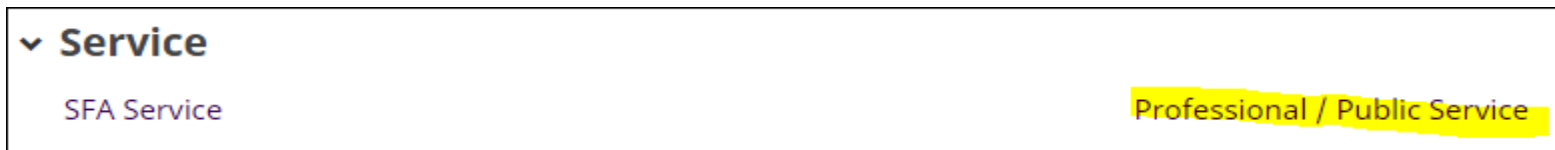
Inappropriate/Questionable SFA Service

1. **Teaching SFA 101 Freshman Seminar** - included under Scheduled Teaching
2. **Writing student letters of recommendation** - Not appropriate for faculty activity record
3. **Attending retirement reception** - Not appropriate for faculty activity record
4. **Attending Christmas social** - Not appropriate for faculty activity record
5. **Attending commencement** - Not appropriate for faculty activity record
6. **Guest lecture at local high school** - may be included under Professional/Public Service
7. **Guest lecture in colleagues' course** - may be included under Non-Credit Instruction Taught

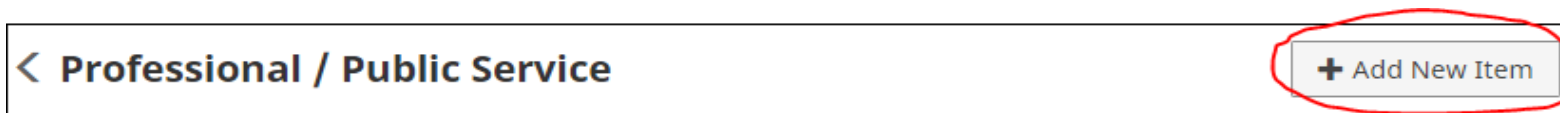
Type of Information AND Digital Measures Screen Name	Source of Data
SERVICE	
<u>Professional / Public Service Screen</u>	Faculty Input

The Professional / Public Service screen allows faculty to document contributions in the professional service industry through organizations, committees, clubs, or other relevant affiliations.

1. From the Manage Activities screen, click the Professional / Public Service link.



2. Click Add a New Item.



Type of Information AND Digital Measures Screen Name

SERVICE

Professional / Public Service Screen - Continued

3. Complete the applicable fields for each appropriate service activity.

Note: Do not skip a field unless it does not apply to you.

Note: Use the drop-down menus where available.

Note: Be sure to include all dates. For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all service activities relevant to your current position.

If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Professional / Public Service main page, your data will appear in a list at the bottom of the section.

Note: you may edit information after you have saved it by clicking the Edit or Delete icons.

6. When you have finished entering and double-checking your service activities, click *Return to Main Menu* to return to the *Manage Activities* screen.

< Edit Professional / Public Service
Cancel Save

- * Organization/Committee/Club
- * Position/Role
- Explanation of "Other"
- * City
- * State
- * Country
- * Approx. Number of Hours Spent Per Year
- * Were you elected or appointed?
- * Was this compensated or pro bono?
- * Audience
- * Served Ex-Officio?
- * Responsibilities/Brief Description (30 Words or Less)
- * Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that are/were presently completed, specify the start date and leave the end date blank.

- * Start Date
- End Date

,

 ,

Type of Information AND Digital Measures Screen Name

SERVICE

Professional / Public Service Screen - Continued

Common Professional / Public Service positions/roles include:

1. Meeting Attendee
2. Board of Advisors
3. Board of Directors
4. Chairperson
5. Committee Chair
6. Committee Member
7. Conference-Related
8. Editor
9. Grant-Proposal Reviewer, External
10. Interaction with Industry
11. Member
12. Officer, Other
13. Officer, President
14. Officer, Secretary
15. Officer, Treasurer
16. Officer, Vice President
17. Prepare/Grade Certification Exams
18. Program Coordinator
19. Reviewer
20. Task Force Chair
21. Task Force Member
22. Workshop/Track Organizer

Example Professional / Public Service Service

1. Conference paper reviewer
2. Journal manuscript reviewer
3. President of professional association
4. Working to help develop a local business.
5. Serving on Board of Advisors for professional organization
6. Assisting in organization of regional/professional conference
7. Leading training of faculty in scoring national advanced placement exams

Inappropriate/Questionable Professional / Public Service

1. **Serving on faculty committee at previous college/university** - Not appropriate for faculty activity record
2. **Personal service activity unrelated to the professional discipline** - Not appropriate for faculty activity record
3. **On-line course development activity** - should be included under Faculty Development Activities Attended screen
4. **Writing letters of recommendation for students** - Not appropriate for faculty activity record