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 but with 0 credit hours. This way, the service activity will appear in the annual report.
2. The service categories align with the tenure and promotion rubric.
3. Formula: Number of times attended per year x number of hours per meeting (x factor when appropriate).

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 and service to the profession.

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