

# Faculty Annual Report Guide: Service

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## ServiceOverview

The Service Forms enable you to report your service in one of four categories: (1) Institutional Committees, (2) Other Institutional Service, (3) Professional Service, and (4) Community Service. To report service activities, click on the  button for the corresponding category for that activity.



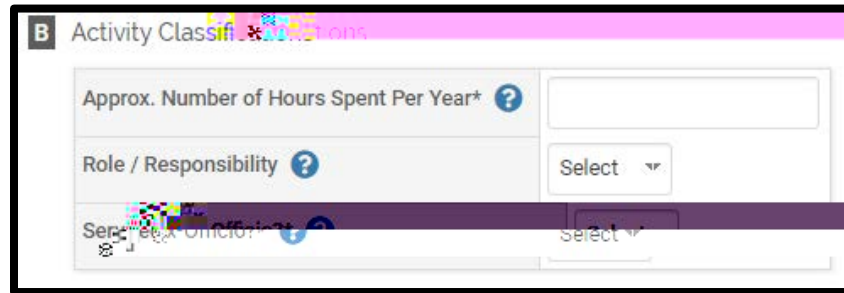


The following **university-wide** committees are available to choose from:

- x Academic Technology Advisory Board

## Institutional Committee Service Section B Activity Classifications (Required)

### Appearance



The screenshot shows a form titled "B Activity Classifications" with a pink header. It contains three input fields: "Approx. Number of Hours Spent Per Year\*" with a question mark icon and an empty text box; "Role / Responsibility" with a question mark icon and a dropdown menu showing "Select"; and "Served Ex-Officio" with a question mark icon and a dropdown menu showing "Select".

### Editing

Required: Specify the approximate number of hours you spend on the activity each year, your role or responsibility (Member, Chair, Co-Chair, or Other), and if you served Ex-Officio (Yes/No).

## Institutional Committee Service Section Attachments(Optional)

Appearance

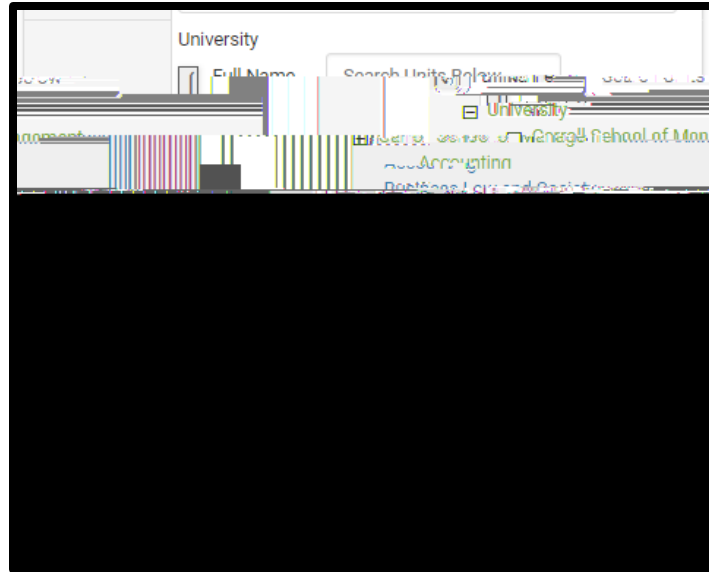
OR

Editing

Optional: You can upload files





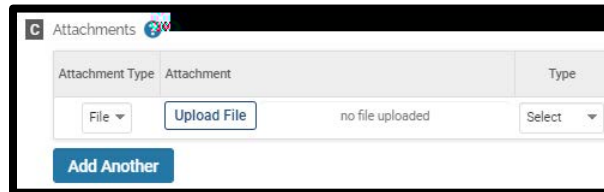


Optional: Description of the activity.



## Other Institutional Service Section C: Attachments (Optional)

### Appearance



The screenshot shows a form titled "Attachments" with a table structure. The table has three columns: "Attachment Type", "Attachment", and "Type". In the "Attachment Type" column, a dropdown menu is open, showing "File" selected. In the "Attachment" column, there is a text input field containing "no file uploaded" and an "Upload File" button. In the "Type" column, there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR



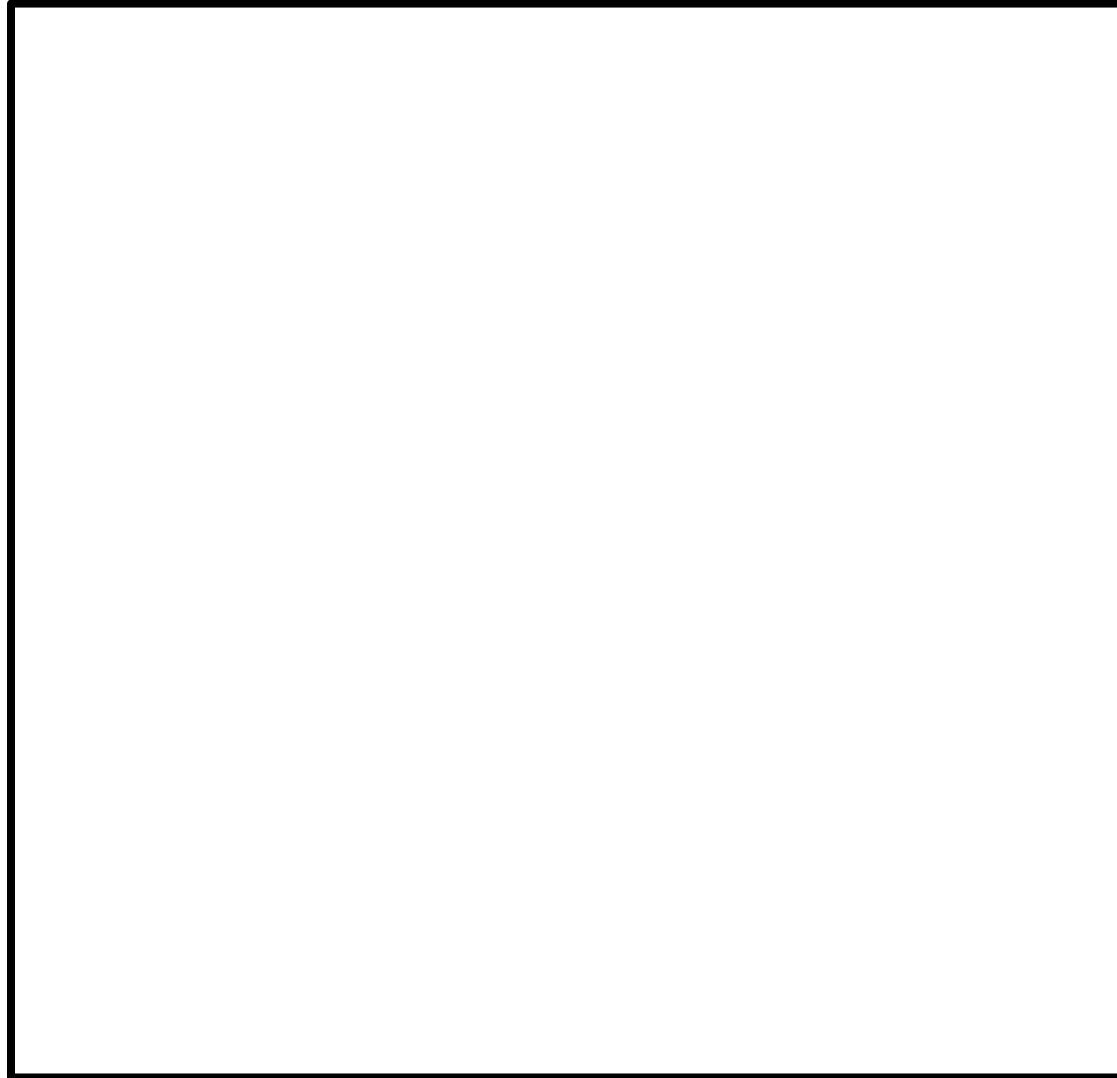
The screenshot shows the same "Attachments" form. In the "Attachment Type" column, a dropdown menu is open, showing "URL" selected. In the "Attachment" column, there is a text input field containing the URL "http://www.interfolio.com". In the "Type" column, there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

### Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Other Institutional Service activity.

## Professional Service Section A: Input Form (Required)

Appearance

A large, empty rectangular box with a black border, intended for the user to provide their appearance information.

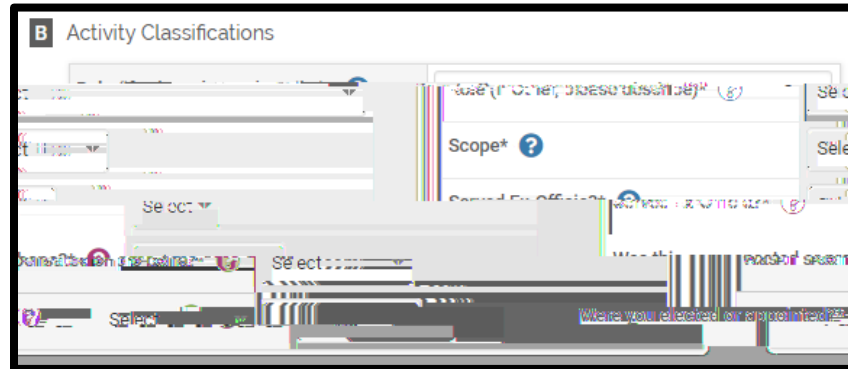
## Editing

All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 22), the Organization/Committee/Journal, and number

## Professional Service Section Activity Classifications (Required)

### Appearance



The screenshot shows a web form titled "Activity Classifications" with several input fields. The fields include a dropdown menu for "Scope\*", a text input for "Served Ex-Officio?", and a dropdown for "Where you elected or appointed?". The form is partially obscured by a greyed-out area, suggesting it is a preview or a screenshot of a form that is not fully interactive.

### Editing

Required: Specify your role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

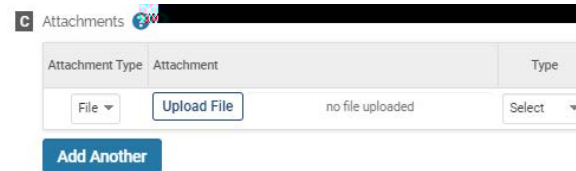
The following roles are available for Professional Service:

- x Advisory Committee
  - o Chair
  - o Member
- x Attendee, Meeting
- x Board of Advisors
  - o For-Profit
  - o Non-Profit
- x Board of Directors
  - o For-Profit
  - o Non-Profit
- x Chairperson
- x Committee
  - o Chair
  - o Member
- x Conference Organizer
- x Conference-Related
- x Editor
- o Associate Editor
- o Journal Editor
- o Senior Editor
- x Editorial Review Board Member
- x External Reviewer
- x Member
- x Officer
  - o Other Officer
  - o President/Elect/Past
  - o Secretary
  - o Treasurer
  - o Vice President
- x Pre-Publication Reviewer
  - o Ad Hoc
  - o Book
  - o Conference Paper
  - o Journal Article
- o Textbook
- x Prepare/Grade Certification Exams
- x Program
  - o Coordinator
  - o Organizer
- x Research Prize
- x Reviewer
  - o Grant Proposal
  - o Research Prize
  - o University Tenure and Promotion Cases
- x Session Chair
- x Task Force Chair
- x Task Force Member
- x Track Organizer
- x Workshop Organizer
- x Other

If selecting Other, a text box will appear to specify your role.

## Professional Service Section C: Attachments (Optional)

### Appearance



The screenshot shows the 'Attachments' section of the FAR GUIDE Service interface. It features a table with three columns: 'Attachment Type', 'Attachment', and 'Type'. The 'Attachment Type' column contains a 'File' dropdown menu. The 'Attachment' column contains an 'Upload File' button and the text 'no file uploaded'. The 'Type' column contains a 'Select' dropdown menu. Below the table is a blue 'Add Another' button.

Attachment Type	Attachment	Type
File	Upload File no file uploaded	Select

Add Another

OR

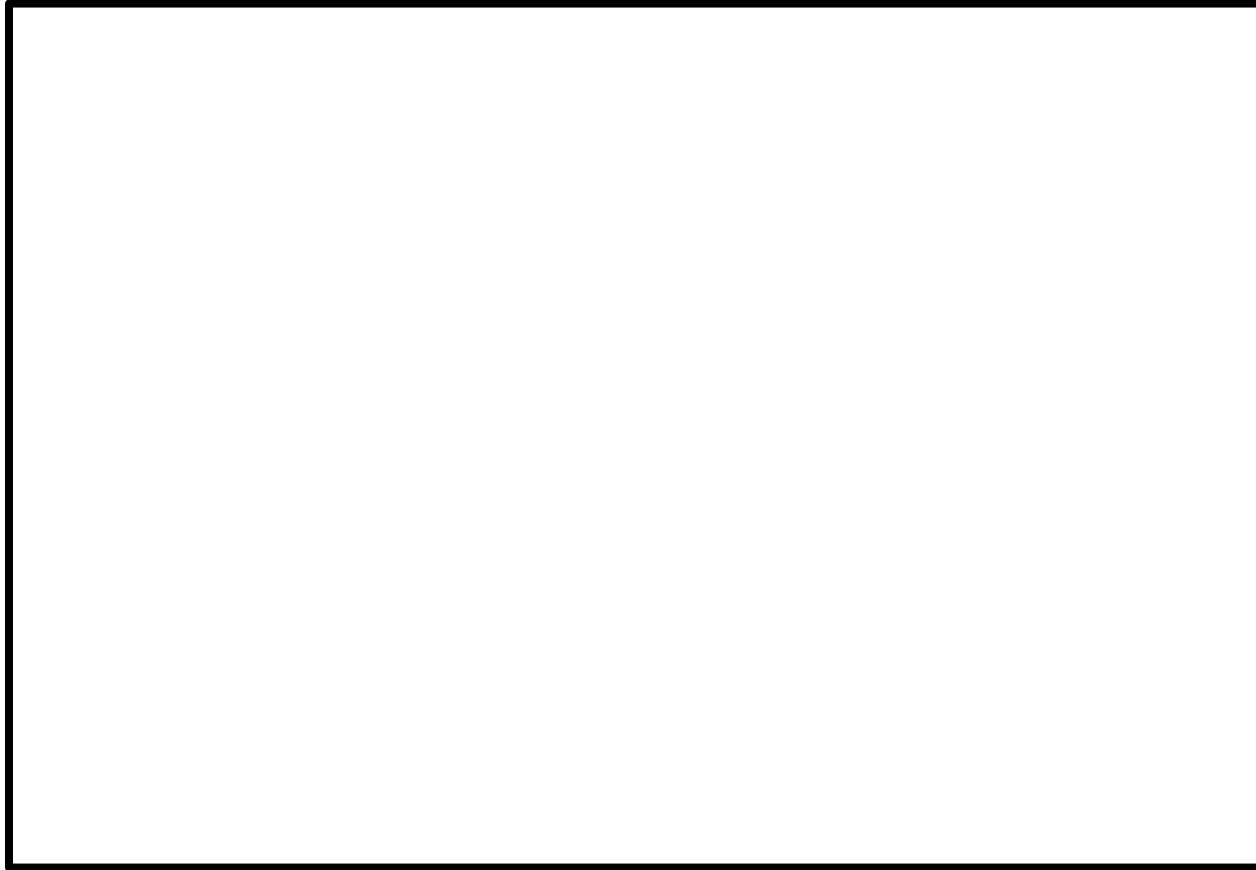
### Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Professional Service activity.



## CommunityService Section A: Input Form (Required)

Appearance

A large, empty rectangular box with a black border, intended for the user to provide their appearance information. The box is currently blank.

## Editing

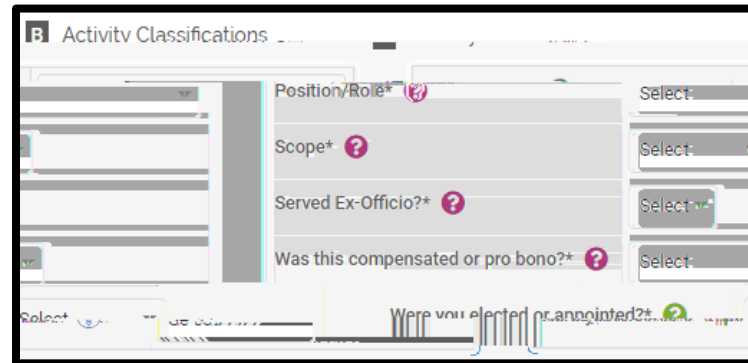
All asterisked (\*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Professional Service activity (see p. 22), the Organization/Committee/Club, number of hours you spend each year on the activity, and City/State/Country, and a brief description of key accomplishments.

Optional: The exact start and end date, which is different from tagging the start and end semester for the activity.

## CommunityService Section B: Activity Classifications (Required)

### Appearance



The screenshot shows a web form titled "Activity Classifications". The form contains several fields, each with a red question mark icon indicating a required field:

- Position/Role\* (with a dropdown menu)
- Scope\* (with a dropdown menu)
- Served Ex-Officio?\* (with a dropdown menu)
- Was this compensated or pro bono?\* (with a dropdown menu)
- Were you elected or appointed?\* (with a dropdown menu)

### Editing

Required: Specify your position/role; the scope of your role (local/state/regional/national/international); if you served Ex-Officio (Yes/No); whether it was compensated or pro bono; and whether you were elected, appointed, or neither.

The following positions/roles are available for Community Service:

- x Attendee, Meeting
- x Board Member
- x Chairperson
- x Committee
  - o Chair
  - o Member
- x Discussant
- x Grant Proposal Reviewer, External
- x Guest Speaker
- x Member
- x Officer
  - o Other Officer
  - o President/Elect/past
  - o Secretary
  - o Treasurer
  - o Vice President

## CommunityService Section C: Attachments (Optional)

### Appearance

A screenshot of a web form titled "Attachments". The form has a table with three columns: "Attachment Type", "Attachment", and "Type". Under "Attachment Type", there is a dropdown menu with "File" selected. To the right of the dropdown is an "Upload File" button. Below the dropdown and button, the text "no file uploaded" is displayed. To the right of this text is a "Select" dropdown menu. Below the entire form is a blue "Add Another" button.

OR

A screenshot of the same "Attachments" form. In this view, the "Attachment Type" dropdown menu has "URL" selected. The "Attachment" field contains the text "http://www.interfolio.com". The "Type" dropdown menu is set to "Select". The "Add Another" button is visible at the bottom.

### Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Community Service activity.

## Tagging a Service Activity with a Semester and Year

For each service activity, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a service activity tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).

