

UNIVERSITY OF ARKANSAS LIBRARIES

LIBRARY FACULTY

Tip Sheet Regarding Service

The University's Faculty Review Checklist

(<http://www.uark.edu/admin/vcalsey/PolicyDocuments/fac%20rev%20chklst%202002.doc>) requests that faculty members report each year only on academically-related service "involving professional competence and related to but not involving teaching, professional performance of assigned duties, or research or creative activities." The University Libraries' Faculty Personnel Document (<http://libinfo.uark.edu/webdocs/humanresources/facpersonnel.doc.pdf>) defines legitimate service activities as those "performed for the benefit of the library, the university, the profession, or related enterprises." While each faculty member's mix of performance, scholarship, and service activities will be unique, these guidelines are provided to help every faculty member report on service activities so that their extent and significance can be appreciated by reviewers and colleagues.

1. Distinguish between Performance and Service Activities

Because librarianship is a service profession, and because much of our work in the library involves teamwork and collaboration across departments, it can be difficult to determine which contributions should be reported as *service* and which activities are more properly described as *professional performance*. The Libraries' faculty personnel document states that:

"membership on a library committee by election, appointment, or volunteering should be listed under "Service," provided that such membership is not part of the faculty member's position duties and responsibilities."

Do: include and describe active involvement with professional committees under service.

Do: include service not stated in your work assignment such as task forces and search committees. These are outside the normal scope of performance and qualify as service. Library committees directly related to your position responsibilities should be a part of performance.

Do: use the Annual Statement of Duties as a guide in the placement of service activities. Revise the Annual Statement of Duties with your supervisor to reflect new service activities, as they change throughout the year.

Do: Ask your mentor and/or supervisor about the placement of service activities, if you are unsure.

2. Demonstrate Professionally-Related Service

Involvement in local, regional, or even national organizations and charities raises awareness and appreciation for the Libraries and University in the community. Campus and library personnel documents stipulate that service activities should be professionally- or academically- related and this should be a *general* guideline on assessing activities as service. There are exceptions, such as situations in which a faculty member is requested to serve on an organization or effort by a superior, even if there is no direct university or academic connection.

Do: ensure that at least some – if not the bulk of – service activities relate to one's assignments or use one's professional skills in librarianship. Examples of this type of professionally-related community service might be: serving as a judge for science fair or history day activities or assisting a local group or organization with their library collection.

Do: include organizational information. Spell out all acronyms and explain clearly the aim of the full organization/committee as many of the readers of your tenure documents will not have experience with the organizations and their goals.

Do: explain the mission of service. Give a brief description of the organization and your involvement. If the service is independently undertaken rather than under the umbrella of an organization, explain the project and how it came about.

3. Demonstrate Active Service

As the Libraries' Faculty Personnel Document states, merely "passive" service as a member of national, state, or local organizations is not satisfactory. Your annual checklists and tenure and promotion documents should provide the reader with a description of your role and contribution for committees or activities listed. Include supporting evidence such as samples of committee products or documents, statistical data, letters of thanks, or other materials that will help your readers understand the extent and nature of your personal contribution.

Do: provide full descriptions of service activities and the extent of your contribution.

Do: list membership of an organization where one is not an active member making sure you briefly explain how that membership enhances one's knowledge or skills.

4. Demonstrate Service at the University, Regional or State, National, and International Levels

Tenure and Promotion committee members will be looking for a continuum of service activities on campus and beyond. Evidence of active service on University committees (e.g., administrative boards, committees, and councils appointed by the Provost or Vice Chancellors <http://www.uark.edu/admin/vcacsey/admnboards/index.html>) and on professional organizations will be expected for successful candidates for tenure and promotion.

Do: seek service opportunities on campus committees. A call for participation in university committees is issued, as needed, by the library faculty member on the "Committee of Committees".

University Administration Boards, Committees and Councils can be found at:
<http://www.uark.edu/admin/vcacsey/admnboards/index.html>.

Campus Faculty Committees are listed at:
<http://www.uark.edu/depts/facsen/facsen2007to2008/Committees2007to2008.html>

Do: provide information about service on committees within departments and colleges outside the Library.

Do: seek service opportunities and on regional, national, or international organizations.

Professional Associations can be found at:
<http://libinfo.uark.edu/eresources/typecombinedweb.asp?Category=Social+Sciences&Listing=Library+Science&Sort=Service+Opportunities>