

Appendix V: Evidence Supporting Performance in Service

Purpose: This guidance suggests a variety of elements appropriate for consideration for evaluation of faculty performance in service at Texas A&M University. These example questions, as applicable to the faculty member's department, college and or discipline, are appropriate for use in annual evaluations and in the service report for mid-term review, promotion and tenure, and post-tenure reviews. This resource is meant to prompt evidence-based analysis during the evaluation of dossiers rather than require a specific prescription for those reports.

Pick only those bullets that apply, or develop your own lists of evidence and questions to prompt relevant evaluation within your discipline.

Evidence Related to Departmental Service	Questions for Consideration
<p>Formal Service Roles:</p> <ul style="list-style-type: none"> • Membership in standing committees • Leadership of standing committees • Participation in or leadership of a temporary subcommittee or task force • Liaison activities with donors or industry partners <p>Informal Service Roles:</p> <ul style="list-style-type: none"> • Mentoring or peer-review of colleagues • Providing expertise for a department need 	<ul style="list-style-type: none"> • What service has the candidate done for the department? <ul style="list-style-type: none"> ○ Taking into account their research and teaching activities, is the service contribution by the candidate in alignment with departmental expectations? • For committee membership by the candidate: <ul style="list-style-type: none"> ○ Can you describe the ways the candidate engages and adds value as a member? ○ How has the reliability of the candidate as member allowed for an important accomplishment of the committee/taskforce or substantial progress for the committee/taskforce? ○ Can you elaborate on instances where the candidate contributed high quality work products necessary to accomplish committee/taskforce goals? • In instances where the candidate leads service efforts: <ul style="list-style-type: none"> ○ Which of their strengths align well with project success? ○ How well does the candidate handle the necessary communications and/or meetings with colleagues associated with leading a service effort? • For candidates who perform formal donor or industry partner engagement: <ul style="list-style-type: none"> ○ How do those stakeholders regard the candidate and the communications, interactions, responsibilities the candidate executes? • Does the candidate assist colleagues by providing feedback on ideas, manuscripts, creative works, and grants? Are there particular ways the candidate markedly improved the department climate or culture via a concerted effort to establish a needed element? • In cases where the candidate provides a particular expertise to the department (e.g. running a piece of equipment; managing a process, actively curating a collection, etc): <ul style="list-style-type: none"> ○ Describe the value added by their service ○ As possible, include evidence that the service contributes to the goals of the department.

<p>Evidence Related to College and University Service</p>	<p>Questions for Consideration</p>
<p>College</p>	<ul style="list-style-type: none"> • What service has the candidate done for the college? <ul style="list-style-type: none"> ○ Is this level of college service by the candidate in alignment with departmental expectations? ○ Was there leadership or innovation involved? • Does the service they are providing coincide with a particular expertise? • What specific contributions did the candidate make during this service? • Did the service help advance any college level initiative(s)?
<p>University</p>	<ul style="list-style-type: none"> • What service has the candidate done for the university? <ul style="list-style-type: none"> ○ Is this level of university service by the candidate in alignment with departmental expectations? ○ Was there leadership or innovation involved? • Does the service they are providing coincide with a particular expertise? • What specific contributions did the candidate make during this service? • Did the service by the candidate serve to represent the department or college well? • Did the service help advance any university level initiative(s)?
<p>Evidence Related to: service to the discipline</p>	<p>Questions for Consideration</p>
<p>Professional Organization</p>	<ul style="list-style-type: none"> • What service has the candidate done for the professional organization(s)? <ul style="list-style-type: none"> ○ Is this level of professional organization service by the candidate in alignment with departmental expectations? ○ Was there leadership or innovation involved? • Is there evidence the candidate served with excellence? • Elaborate on the extent to which the service to professional organizations by this candidate has or will contribute to the reputation of the candidate, the department, the college, or the university.
<p>Editor, reviewer, or judge</p>	<ul style="list-style-type: none"> • What service has the candidate done for journals, publishers, grant review panels, or other entities that judge? <ul style="list-style-type: none"> ○ Is this level of this type of service by the candidate in alignment with departmental expectations? ○ Was there leadership or innovation involved? • Elaborate on the extent to which this service by the candidate has or will contribute to the reputation of the candidate, the department, the college, or the university.
<p>Evidence Related to:</p>	<p>Questions for Consideration</p>

service to society	
<p>Community, state, nation, international</p>	<ul style="list-style-type: none"> • What service has the candidate done for the community, state, nation, or internationally? <ul style="list-style-type: none"> ○ Is this level of this type of service by the candidate in alignment with departmental expectations? ○ Was there leadership or innovation involved? • Elaborate on the extent to which this service by the candidate has or will contribute to the reputation of the candidate, the department, the college, or the university.

References:

- Promotion and Tenure Packages – Submission Guidelines 2019-2020, TAMU Dean of Faculties.
- University Rule 12.01.99.M2 Statement on Academic Freedom, Responsibility, Tenure and Promotion Appendix I.